APS Infinite Campus Teacher Manual

APS Infinite Campus Teacher Manual

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APS Infinite Campus Teacher Manual
Overview

Introduction   This manual introduces teachers to the basic functions of the Infinite Campus software application and common tasks associated with the program.

Contents

Using the APS Infinite Campus Teacher Manual

Purpose
The purpose of this manual is to assist teachers with the setup, navigation, and operation of the Infinite Campus software application.

Use this manual as a guide to explore the Infinite Campus landscape. It is a tool that provides enhanced administrative functionality for today's classroom.
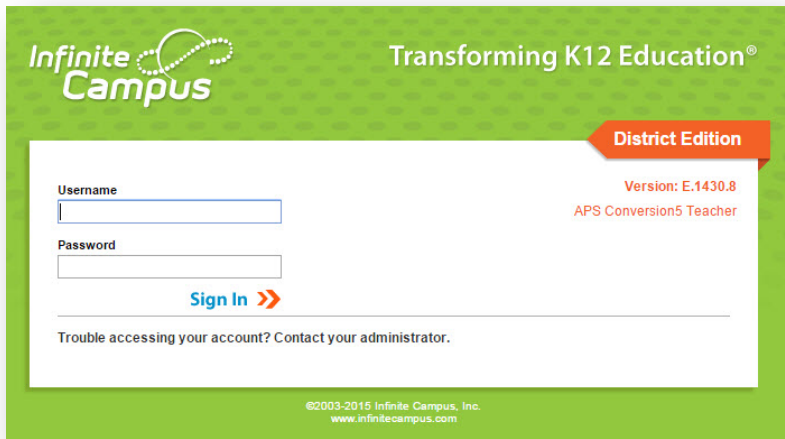
Topics detailed in this manual include (but are not limited to) instruction on the following:

- Logging into the System
- Changing and Adjusting the Settings
- Viewing Messages
- Managing Schedules
- Taking Attendance
- Sorting the Grade book

Logging in to Infinite Campus
Follow the steps below to log in to the Infinite Campus (APS Student Information System) program.
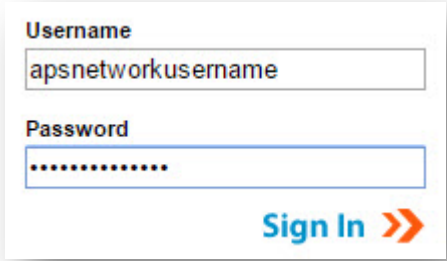
Step	Action
1	Log in to Infinite Campus using your APS Network credentials by clicking on the following link: https://ic.apsk12.org/campus/atlanta.jsp *Figure 1 - Infinite Campus Sign In screen*
2	Type in your **APS Username.**

Continued on next page

Logging in to Infinite Campus, continued

Step	Action
3	Type in your **APS Password.**

Figure 2 - Infinite Campus Sign In screen

Step	Action
4	Click the **Sign In** button. (The Infinite Campus homepage will appear.)
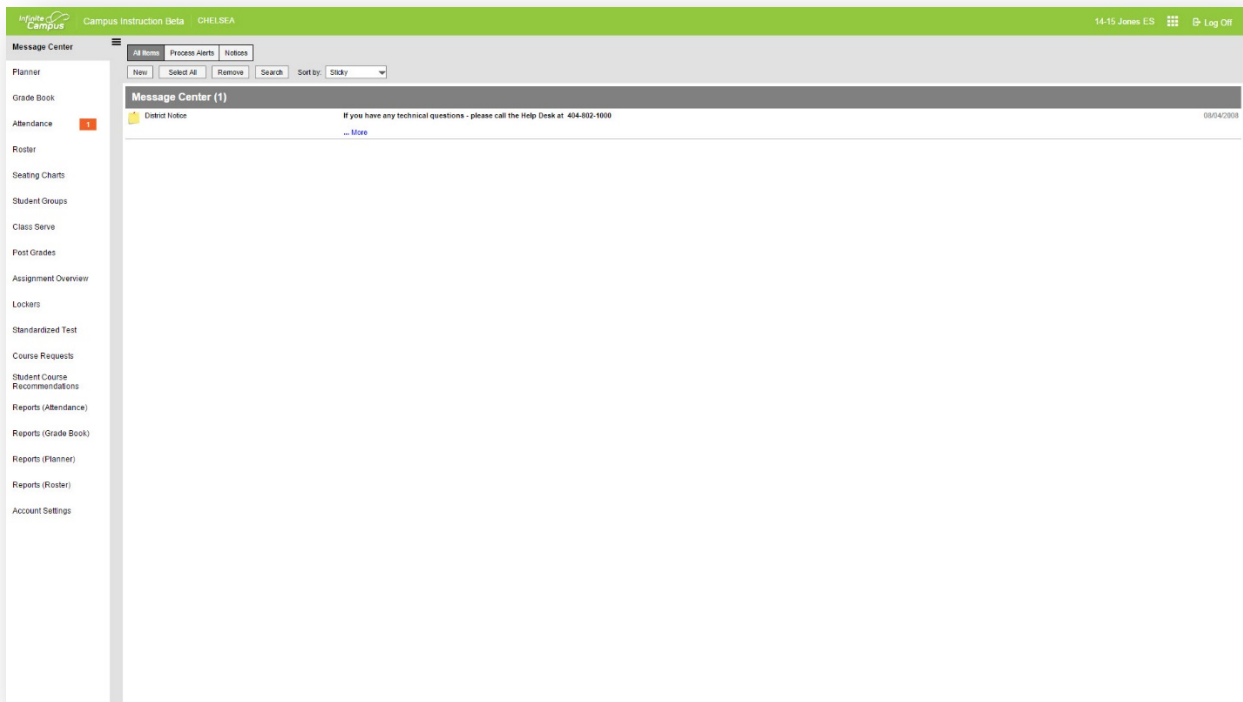
Figure 3 - Infinite Campus Home screen
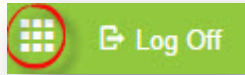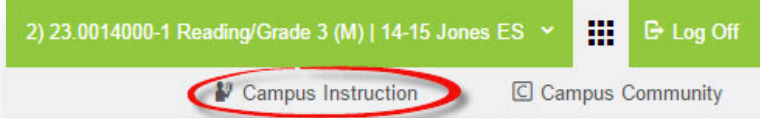
Using the APS Infinite Campus Teacher Manual, Continued

Opening Campus Instruction

After signing into Infinite Campus, the screen should default to the Campus Instruction page. **NOTE: In the event this doesn't occur, follow the steps below to open Campus Instruction.**

Follow the steps below to access Campus Instruction.

Helpful Tip

Campus Tools = Old version

Campus Instruction = New version

Step	Action
1	Locate the **App Switcher icon** on the menu bar and click on it. (A drop-down menu appears.) *Figure 4 - App Switcher icon*
2	Click the **Campus Instruction** button. *Figure 5 - Campus Instruction button*

Accessing the Preferences Account Settings

The Preferences section can be accessed from the left panel of the Infinite Campus home page.

Follow the steps below to setup the Preference options.

Step	Action
1	Scroll down the left panel to the bottom.
2	Select **Account Settings.** (The Account Settings open to the Preferences tab.)
3	Choose from the following options by placing a checkmark in the fields below: • Show Active Students Only • Show Student Number • Show Student Picture • Use Seating Chart for Attendance

Continued on next page

Using the APS Infinite Campus Teacher Manual, Continued

Figure 6 - Preferences Account Settings screen

Accessing the Preferences Account Settings, continued

The table below describes the following Preference options.

Preference	Description
Default Application	The application that loads automatically when you sign in to Campus, either Campus Instruction or Campus Tools.
Active Students Only	Mark this preference to prevent dropped students from displaying outside the Roster. If not marked, dropped students display in red text.
Student Number	Mark this preference to view students numbers following student names.
Student Picture	Mark this preference to view student pictures throughout Campus Instruction.
Seating Chart Attendance	Mark this preference to set the default seating chart as the default view when taking attendance, rather than a roster list.

Taking Attendance

Attendance
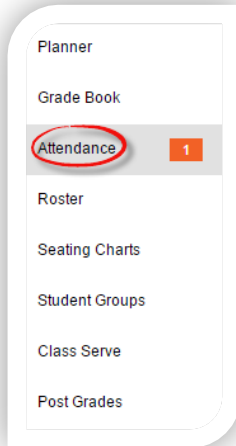
When you open Attendance, the student list for your current period displays. The number of periods where you need to take attendance display in an orange notification on the Attendance tab.

Figure 7 - Attendance button

You can view students in your section in a list or the seating chart, if one is assigned. Toggle between types using the **Seating Chart** or **Attendance List** buttons at the top.

Follow the steps below to set up the Attendance function.

Step	Action
1	Click on the **Attendance** tab on the left panel. (Class roster appears.)
2	Mark the appropriate attendance using the following criteria: • P= Present (Default) • A = Absent • T = Tardy
3	Enter comments, as needed.
4	Click the **Save** button.
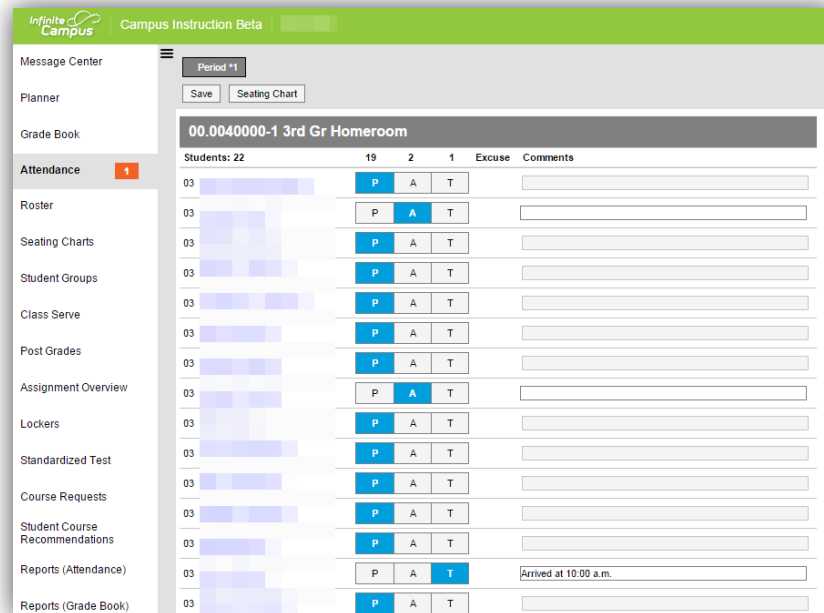
Figure 8 - Attendance window

Taking Attendance, Continued

Attendance, continued

Follow the steps below to mark attendance via seating chart.

Step	Action
1	Click on the **Attendance** tab on the left panel. (Class roster appears.)
2	Click on the [Seating Chart] button.
3	Mark the appropriate attendance using the following criteria: • P= Present (Default) • A = Absent • T = Tardy
4	Enter comments as needed.
5	Click the [Save] button.

Figure 9 - Attendance Seating Chart

Taking Attendance, Continued

Navigating Between Periods

You have the ability to navigate between periods at the top of the screen. When you save attendance for a period, a checkmark displays for that period.
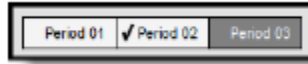
Figure 10 - Period Selection button

Setting Up the Grade Book

Using Grade Book Options	There are a variety of options available to teachers within the Grade Book to choose for setup.

NOTE: DO NOT use Campus Tools (the old version) again, once the "New" Grade Book is set up.

Setting Up Grade Book	Follow the steps below to setup the Grade Book for courses ending in Zero.

NOTE: All schools follow the steps 1-10. (Middle and High Schools refer to the chart on pages 11- 14 for screen shots based on the type of course number.)
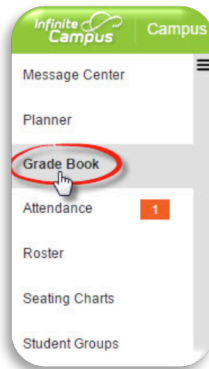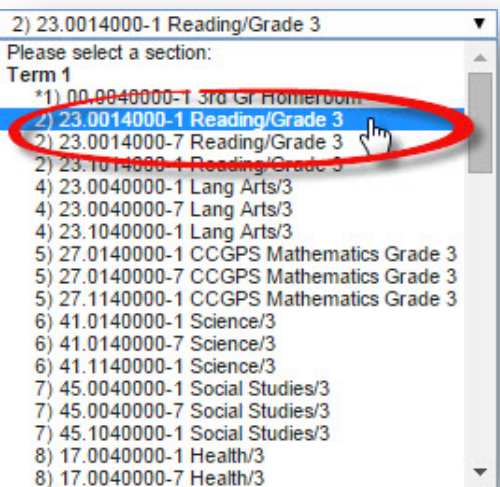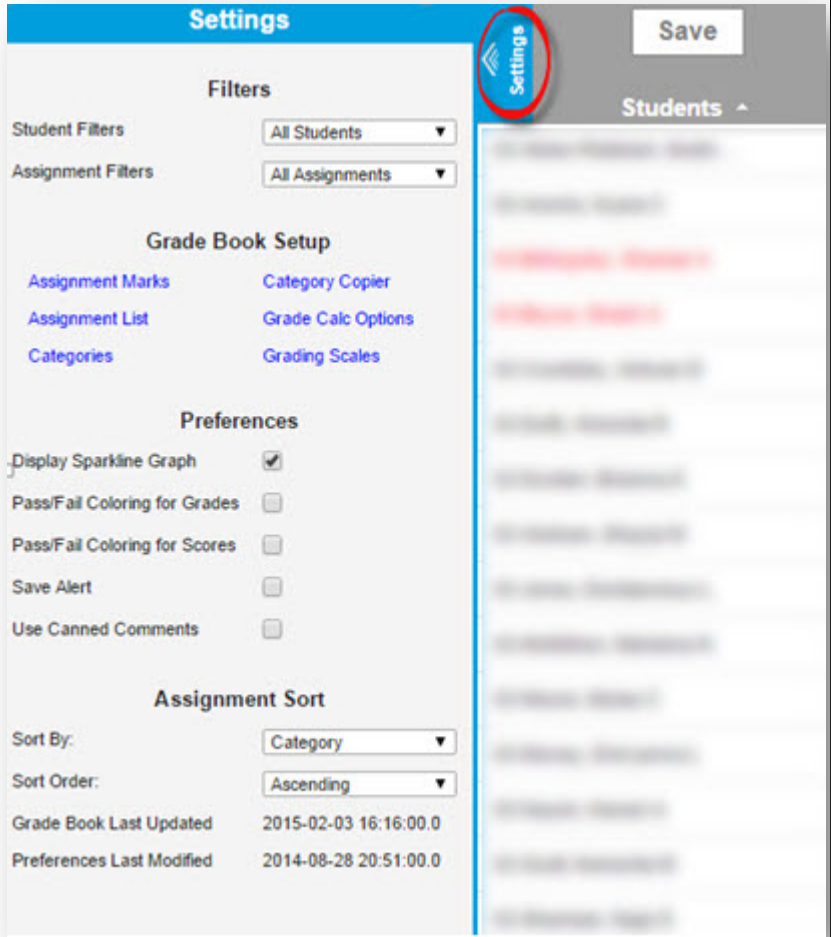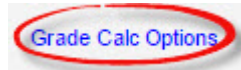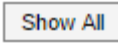
Step	Action
1	Click on **Grade Book** on left panel of the home screen.
2	Click on the **arrow** icon on the **Section** to view the drop-down menu.
3	Select the **first section** at the top of screen. (e.g. 23.0014000 Reading Grade 3) *Figure 11 – Section Drop-Down menu*

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Setting Up the Grade Book, Continued

Setting Up Grade Book, continued
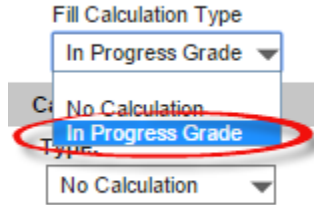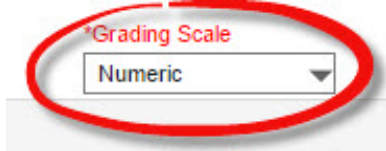
Step	Action
4	Click on the **Settings** bar in the upper left corner under Section to view options. *Figure 12 - Settings Options panel*
5	Click on **Grade Calc Options** under the Grade Book Setup area. *Figure 13 - Grade Calc Options link*
6	If the **Show All option** appears, click the Show All button.

Continued on next page

Setting Up the Grade Book, Continued

Setting Up Grade Book, continued

Step	Action
7	Select the Type = **In Progress Grade** in the Fill Calculation Type drop-down menu. *Figure 14 - Grade Calculation window*
8	Choose **Grading Scale = Numeric.** NOTE: Numeric is the popular scale. Exceptions include the following: AP/IB Courses, Kindergarten, Charter Schools.
9	Check **Weight Categories.**
10	Click the Save button.

Setting Up the Grade Book, Continued

Follow the scenario below to set up Grade Calc Options according to the Course Number.

If ...	Then ...	
The middle school course number ends in Zero. (For example, 23.0014000.)	Choose **In Progress Grade** in the Fill Calculation Type drop-down menu. • Grading Scale = **Numeric** • Check **Weight Category ONLY**. • Click **Save.** See Figure 15 below.	On **Conduct Grading Task** Choose • Grading Task = **Conduct** (Quarter 1, 2, 3, or 4.) • Calculation> Type = **In Progress** • Grading Scale = **Conduct** • Uncheck **Weight Category.** See Figure 16 below.

Figure 15 - Middle School Grade Calc Options
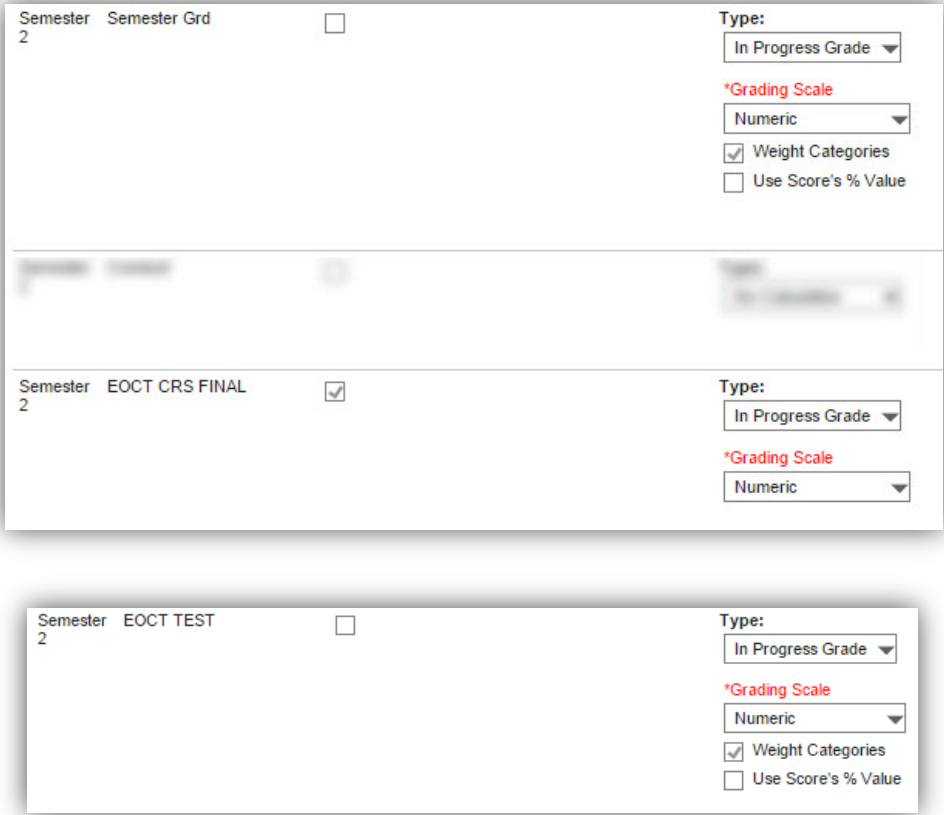
Figure 16 - Conduct Options

Continued on next page

Setting Up the Grade Book

If ...	Then ...	
The course number ends in 1 or 2 in the High School 4x8 setting (For example, 23.0310001).	Choose **In Progress Grade** in the Fill Calculation Type drop-down menu. • Grading Scale = **Numeric** • Check **Weight Category ONLY**. • Click **Save**. See Figure 17 below.	On Conduct Grading Task Choose • Grading Task = **Conduct** (Quarter 1, 2, 3, or 4.) • Calculation> Type = **In Progress** • Grading Scale = **Conduct** • Uncheck **Weight Category.** See Figure 18 below.

Figure 17- High School Grade Calc Options

Continued on next page

Setting Up the Grade Book, Continued

Figure 18 - High School Grade Calc Options

Setting Up the Grade Book , Continued

If ...	Then ...		
The course is an EOC number ending in 2. (For example, 23.0610002)	Choose • Term = **Semester 2** • Grading Task = **Semester** • Calculation> Type = **In Progress** • Grading Scale = **Numeric** • Check **Weight Category ONLY**	• Term = **Semester 2** • Grading Task = **EOCT CRS FINAL** • Calculation> Type = **In Progress** • Grading Scale = **Numeric** • Check **Weight Category ONLY**	• Term = **Semester 2** • Grading Task = **EOCT TEST** • Calculation> Type = **In Progress** • Grading Scale = **Numeric** • Check **Weight Category ONLY**

Figure 19 – EOC High School Grade Calc Options

Setting Up the Grade Book , Continued

Creating Categories
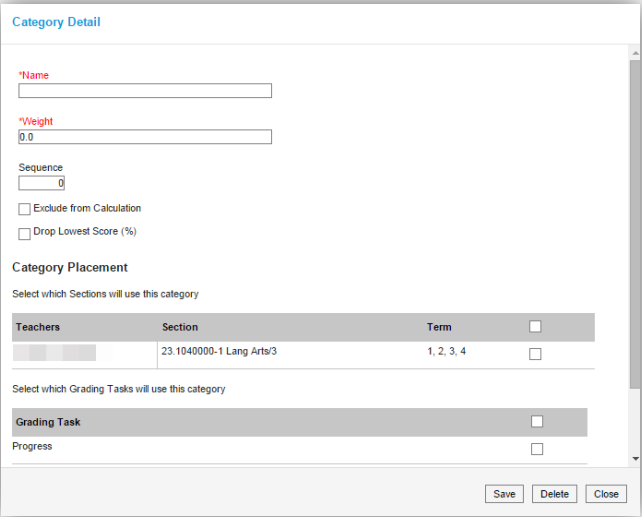
Follow the steps below to add categories to the Grade Book.

Step	Action
1	Click on **Grade Book** on left panel of the home screen. (If not already on the page.) Grade Book
2	Click on the **Settings** bar in the upper left corner under Section to view options. Settings
3	Select the **Categories** link, under the Grade Book Setup section. (The Categories List window opens.) **Grade Book Setup** Assignment Marks Category Copier Assignment List Grade Calc Options Categories Grading Scales *Figure 20 - Grade Book Setup section*
4	Click the **Add** button in the bottom right hand corner. **Category List** Sequence ▲ Category *Weight Exclude Drop Lowest (%) 1 Classwork 25.0 1 Homework 10.0 1 Projects 15.0 1 Quizzes 20.0 1 Tests 30.0 Save Add Close *Figure 21 - Category List*

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Setting Up the Grade Book, Continued
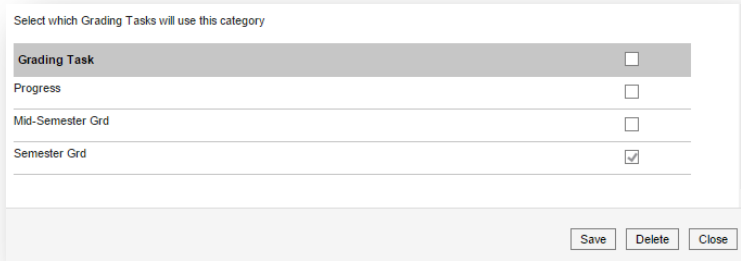
Creating Categories, continued
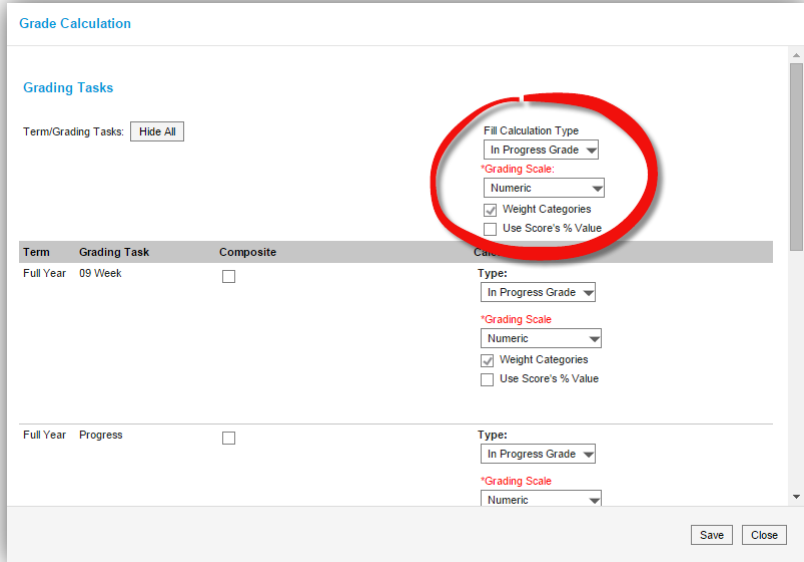
Step	Action
5	Enter a **Name** for the Category, which displays on assignments and in the Grade Book. **NOTE: Names should be unique.** *Figure 22 - Category Detail window*
6	Enter a **Weight** for the Category. **NOTE: The total of all the category weights should equal 100%.**
7	**NOTE: This step is OPTIONAL.** The **Sequence** number determines the order in which categories are listed in the Grade Book. Type in a **Sequence** number.
8	**NOTE: This step is OPTIONAL. Exclude from Calculation** omits categories from the grade calculation and displays them with an asterisk.
9	**NOTE: This step is OPTIONAL. Drop Lowest Score** automatically removes the lowest score in the category by percentage.
10	Indicate which **Sections** to add the category to in the Category Placement section. **NOTE: Sections listed include the current section and any others in the same course that have the same teachers.**

Continued on next page

Setting Up the Grade Book, Continued

Creating Categories, continued

Step	Action
11	Select ONLY the **Grading Task** where the final grade counts (e.g. **FINAL, Semester, Quarter**).

Select which Grading Tasks will use this category

Grading Task	☐
Progress	☐
Mid-Semester Grd	☐
Semester Grd	☑

Save Delete Close

Figure 23 - Grading Tasks options

If	Then
The course ends in Zero (Elementary)	Check the box for **FINAL**
The course ends in Zero (Middle)	Check the box for **Semester Grd**
The course ends in 1 or 2	Check the box for **Semester Grd**
The course is an EOC course number (Part B.)	**Create an additional category called "EOC TEST." The weight should equal 100% and Grading Task equals EOCT TEST.**

Step	Action
12	Click **Save** to add the category to the list.
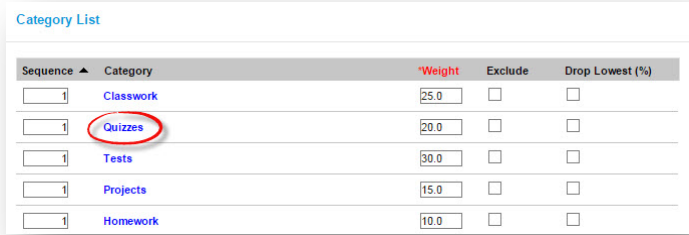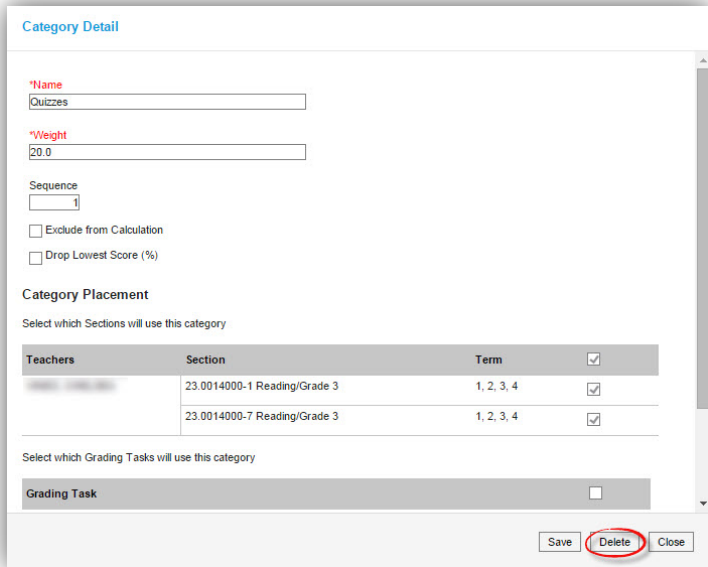
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Setting Up the Grade Book, Continued

Deleting a Category
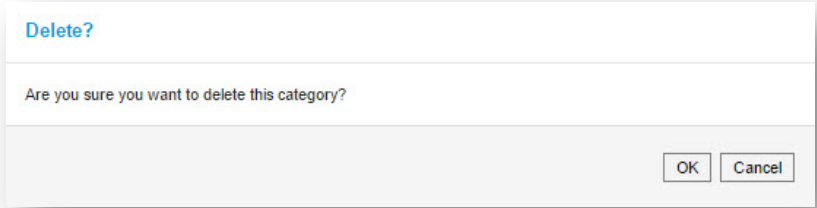
Follow the steps below to delete a category.

Step	Action
1	From the Grade Book, click the **Settings** menu. (The Setting panel opens.)
2	Click **Categories** in the Grade Book Setup section. (The Category List appears.) *Figure 24 - Category List window*
3	Click on a **Category** name to open the Category Detail window. *Figure 25 - Category Detail window*

Continued on next page

Setting Up the Grade Book, Continued

Creating Categories, continued

Step	Action
4	Click **Delete** in the bottom right corner. (A warning message appears.)
5	Verify that you would like to delete the category by clicking the **OK** button.

Delete?

Are you sure you want to delete this category?

OK | Cancel

Figure 26 - Delete Warning message

🛑 **NOTE: **A category cannot be deleted if it already has an assignment. ****

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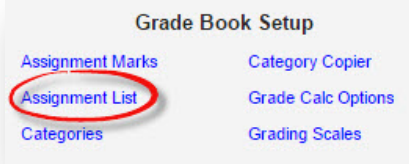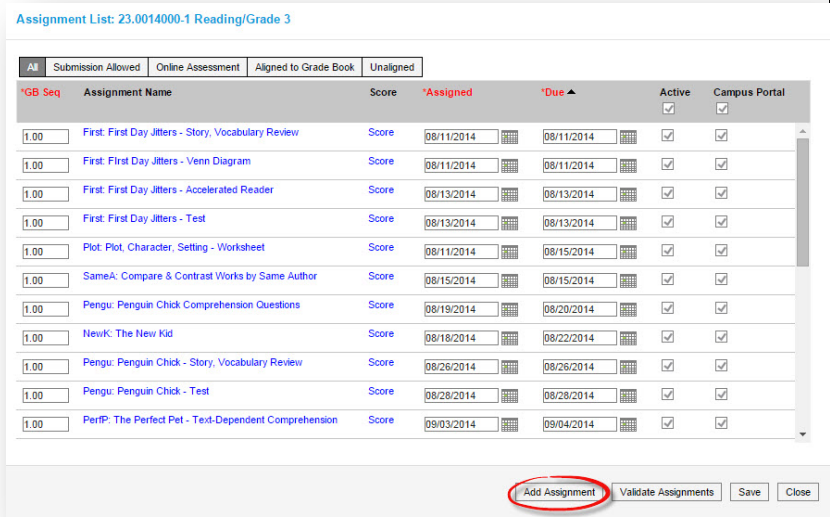
Setting Up the Grade Book, Continued

Creating Assignments

Assignment can be created in three different locations within Infinite Campus. The assignment editor is the same in all three locations: Grade Book, Curriculum view of the Planner, and the Tree View.
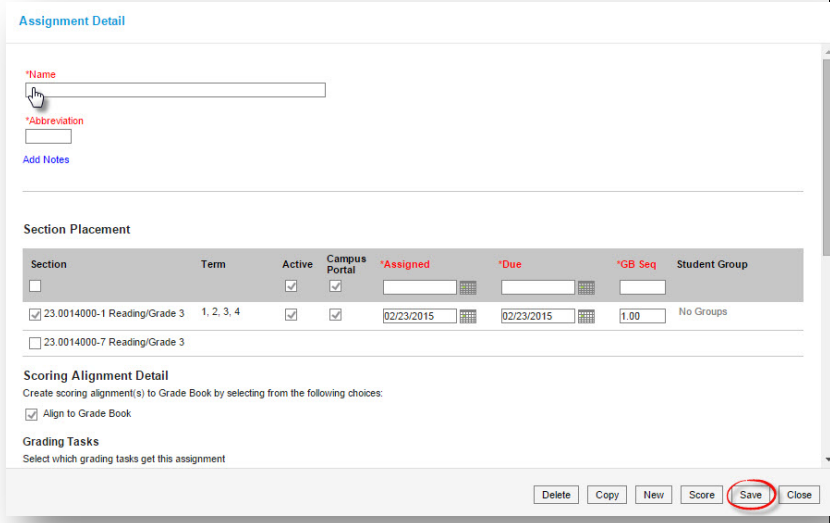
Follow the steps below to create an assignment.

Step	Action
1	From the Grade Book, click the **Settings** menu. (The Setting panel opens.)
2	Click **Assignment List**. (The Assignment Lists appears.) *Figure 27 - Grade Book Setup Assignment selection*
3	Select the **Add Assignment** button on the bottom of the screen. *Figure 28 - Assignment List window*

Continued on next page

Setting Up the Grade Book, Continued
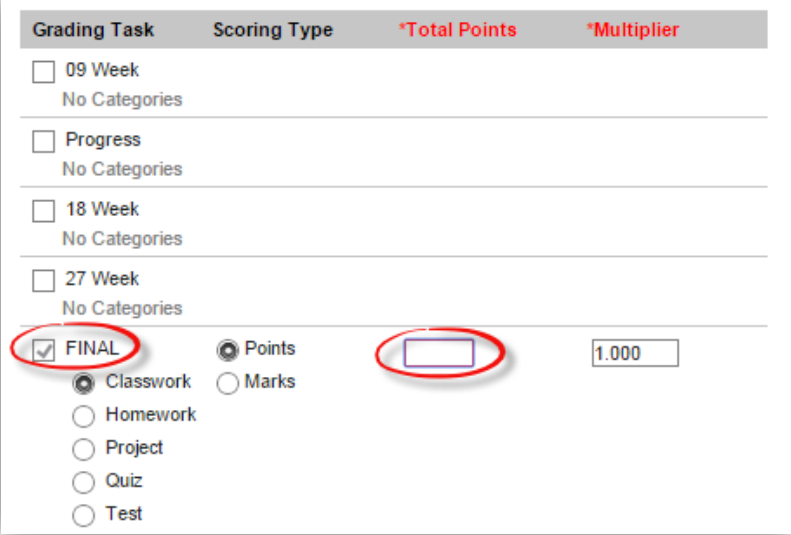
Creating Assignments, continued

Step	Action
4	Type in the **Assignment name.**

Figure 29 - Assignment Detail window

Step	Action
5	Enter an Abbreviation for the assignment. **NOTE: The abbreviation is how the assignment is identified in the Grade Book.**
6	Click the blue hyperlink to **Add Notes** to the assignment. **NOTE: These notes are just for you, they only appear here.**
7	Indicate which **Sections** to add the category to in the Category Placement section. **NOTE: Sections listed include the current section and any others in the same course that have the same teachers.**

Continued on next page

Setting Up the Grade Book, Continued

Creating Assignments, continued

Step	Action
8	Select ONLY the **Grading Task** where the final grade counts (e.g. **FINAL, Semester, Quarter, etc.**). **NOTE: Total points equal the total points students receive for the assignment**.

Figure 30 - Assignment Detail Grading Task selection

NOTE: The Multiplier, affects students' grades. For example, a 50 point assignment with a Multiplier of 2 counts as a 100-point assignment.

If	Then
The course ends in Zero (Elementary)	Check the box for **Final** and select the appropriate category.
The course ends in Zero (Middle)	Check the box for **Semester Grd** and select the appropriate category.
The course ends in 1 or 2 (High)	Check the box for **Semester Grd** and select the appropriate category.
The course is an EOC course number (Part B.)	Create an assignment named "EOC SCORES." • The term should be **Semester 1** or **2**. • Task should be **EOCT TEST.**

Step	Action
9	Select a **Category** by clicking the appropriate radio button.
10	Click **Save.**

Continued on next page
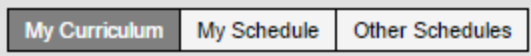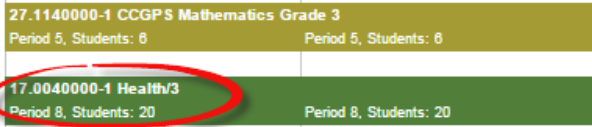
Setting Up the Grade Book, Continued

Copying Assignments

There are two ways to copy assignments, through an individual assignment or through the Planner.

Copy assignments by first accessing the assignment editor for the assignment you'd like to copy.

Follow the steps below to copy an assignment.

Step	Action
1	Click on **Planner.**
2	Select the **My Curriculum** button. My Curriculum My Schedule Other Schedules
3	Select a **course** to Copy From or Copy To a section. 27.1140000-1 CCGPS Mathematics Grade 3 Period 5, Students: 6 Period 5, Students: 6 17.0040000-1 Health/3 Period 8, Students: 20 Period 8, Students: 20
4	Click the **Copy assignments to this section** button.
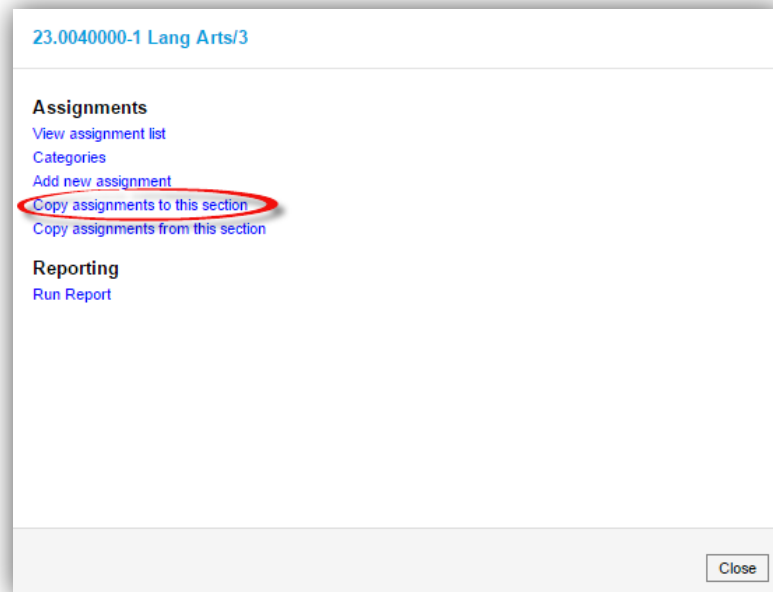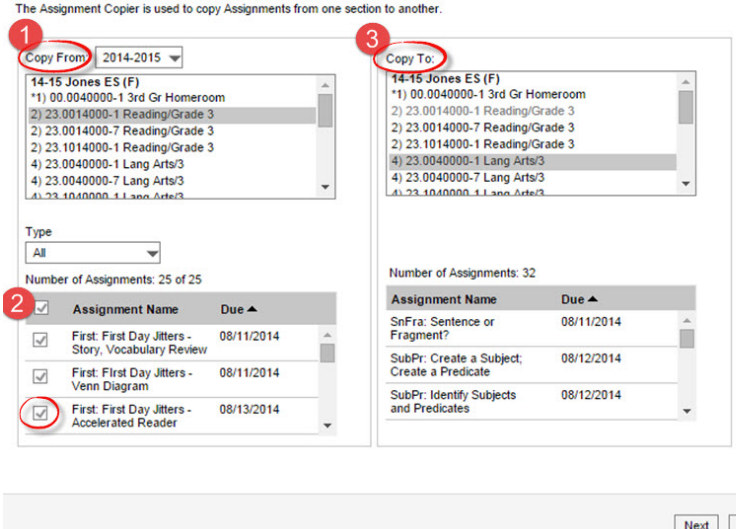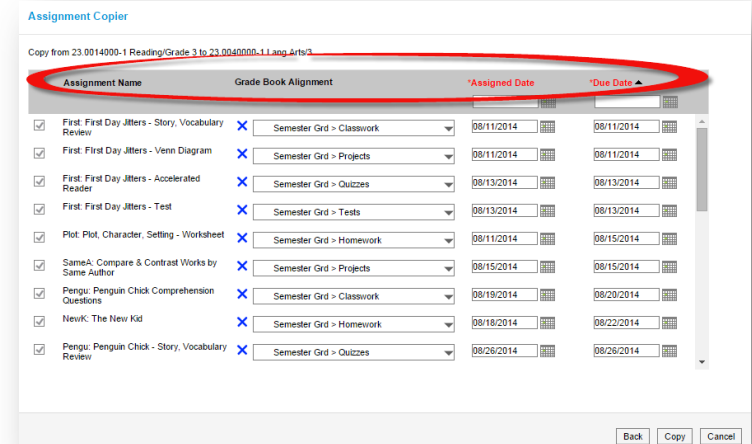
Figure 31 - Assignment Options Copy selection

Setting Up the Grade Book, Continued

Step	Action
	Copying Assignments, continued
4	Choose the section you want to **Copy From.**
5	Mark the **checkboxes** on the assignments listed.
6	Choose the section to **Copy To**.
7	Click the **Next** button.
8	Edit the Alignment Name, Grade Book Alignment, Assigned or Due Date, if desired. *Figure 32 - Assignment Copier options*
9	Click **Copy.**

Setting Up the Grade Book, Continued

Scoring Assignments

Assignments are scored in the Grade Book. The view of the Grade Book is based on the Section, Term and Task you've selected in the Campus toolbar. The Term you select determines which assignments display in the Grade Book based on the dates of the assignment. Assignments are sorted based on the Sort By and Sort Order fields in the Settings.
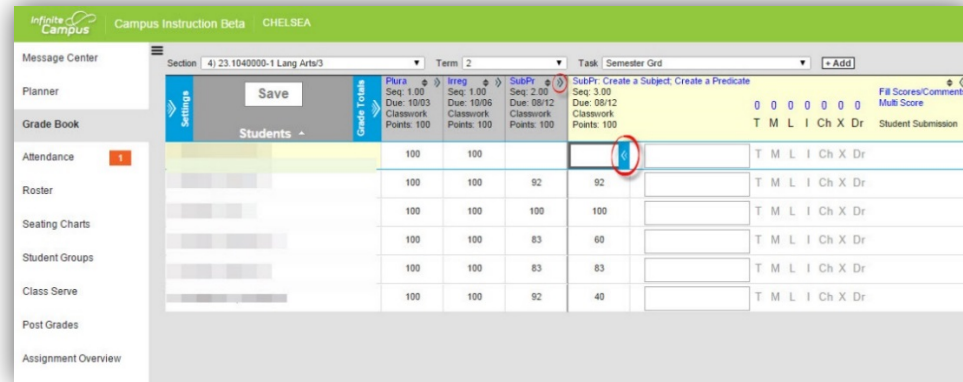
Figure 33 – Assignment Scoring options

Follow the steps below to enter scores for assignments in the appropriate column.
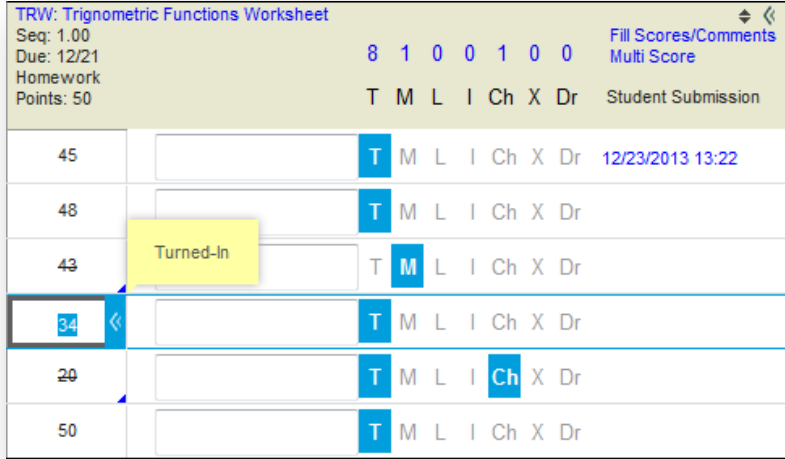
Step	Action
1	Click on **Grade Book**.
2	Verify the **Section**.
3	Select a **Term**.
4	Click the **Task** drop-down menu. **Refer to the table below.**

If	Then
The course ends in Zero (Elementary)	• The term should be **Full Year**. • Tasks should be **FINAL**.
The course ends in Zero (Middle)	• The term should be **Quarter 2** or **4**. • Task should be **Semester Grd**
The course ends in 1 or 2 (High)	• The term should be **Semester 1** or **2**. • Task should be **Semester Grd**
The course is an EOC number ending in 2	**NOTE: EOC scores must be entered for the assignment named "EOC SCORES."** • The term should be Semester 1 or 2. • Task should be **EOCT TEST.**

Continued on next page

Setting Up the Grade Book, Continued

Scoring Assignments, continued

Step	Action
	The column header includes the abbreviation of the assignment, the Sequence, the Due Date, the Category, and the Points Possible.
	Inactive assignments display with an asterisk. Scores entered for these assignments are not included in grade calculation. To access additional scoring options, expand the assignment by clicking either the chevron in the top right of the header or in the score grid, or by using the ALT A key command.
	Figure 34 - Trigonometric Functions Worksheet
	Within this expanded view, you can enter comments for scores and add flags to scores.

Setting Up the Grade Book, Continued

Scoring Assignments, continued

Score Flags
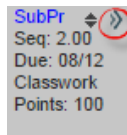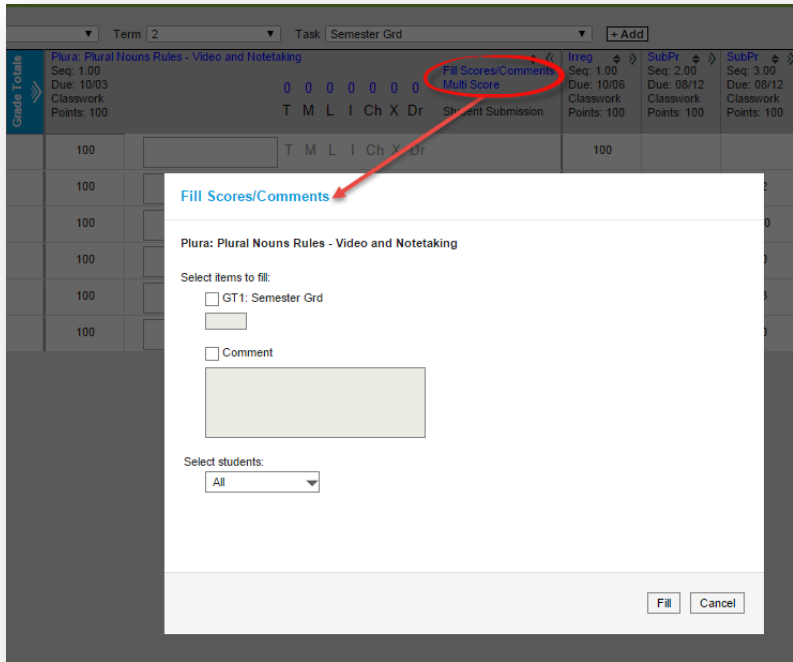
The following table describes the effect of marking a flag for an assignment.

T	Turned In	Top left of grid	If you mark an assignment as Turned In and then as Missing, the Turned In flag is removed. Assignments which are enabled for Submission through the Portal are closed for submission when the Turned In flag is marked.
M	Missing	Bottom right of grid	Score appears stricken-through. If you enter score for an assignment marked as Missing, a dialog box appears asking you if the Missing flag is removed.
L	Late	Bottom right of grid	N/A
I	Incomplete	Bottom right of grid	N/A
Ch	Cheated	Bottom right of grid	Score appears stricken-through. Scores with the cheated flag automatically calculate to zero.
X	Exempt	Bottom right of grid	Score appears stricken-through. The grid of scores flagged as Exempt appear in grey.
Dr	Dropped	Bottom right of grid	Dropped scores are not included in Progress grade calculations.

Setting Up the Grade Book, Continued

Fill Scores   Use the fill scores for an assignment to save time entering scores or proficiency levels.

Step	Action
1	Click the **chevron icon** to expand the assignment score options. SubPr Seq: 2.00 Due: 08/12 Classwork Points: 100
2	Click **Fill Scores/Comments.** *Figure 35 - Fill Scores/Comments window*
3	Check the **Grading Task** box.
4	Enter the **Score** in the box below.
5	Type in any **comments**, if desired.
6	Click the **Fill** button.
7	Click the **Save** button next to the Settings icon.

Continued on next page

Posting Grades

Posting a Grade   Follow the steps below to post grades for a section.

Step	Action
1	Click on **Grade Book.**
2	Select the **Section** in the drop-down menu.
3	Choose the **Term.**
4	Select the **Task.**
5	Click **Post.**

Figure 36 - Post Grades options

6	Verify information is correct in the **Post Grades** window.
7	Click **OK.**
8	Click the **Save** button.

Continued on next page

Posting Grades, Continued

Viewing Posted Grades

Follow the steps below to post grades for a section.
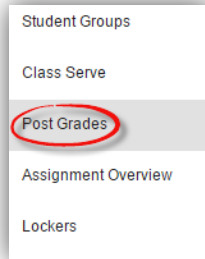
Step	Action
1	Click on **Post Grades.**
2	Select the **Section** in the drop-down menu.
3	Choose the **Term.**
4	Select the **Task.**
5	Verify information is correct or edit student grades accordingly.
6	Click the **Save** button.

Figure 37 - Posted Grades window

Filtering and Sorting in Grade Book

Filtering Options

The filtering options in the Settings menu control which students and/or assignments display in the Grade Book. You can filter students and assignments separately, or combine the filters. For example, choosing *Missing Flag* for both filters, limits the Grade Book to only view students and assignments that only have at least one missing flag.

Filtering By Students

Follow the steps below to display filtering options.

Step	Action
1	Click on **Grade Book.**
2	Select the **Settings** button.
3	Choose from the drop-down menu to sort by **Student** or **Assignment.**
4	Click the **Save** button.
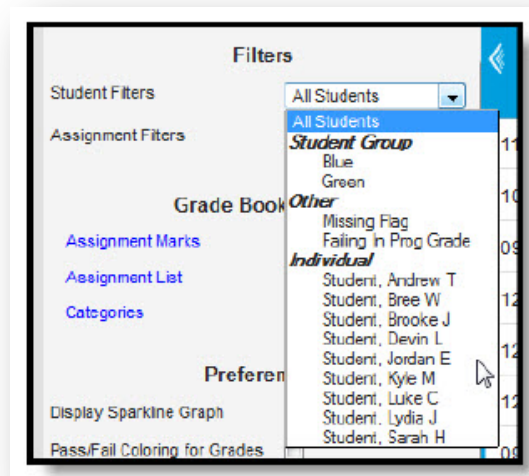
Figure 38 - Student Filter Options menu

All **Student Groups** that have assignments assigned to only students in that group are listed in the Student Groups section. Select one to only view students in that group.

Continued on next page

Filtering and Sorting in Grade Book, Continued

Filtering By Students, continued

NOTE: You can also limit the Grade Book to just one student by choosing an Individual, which could be useful in a conference where you'd like to show a student their progress and scores directly in the Grade Book.

Another way to hide all other students is by clicking the student's name to expand the student section (or by using the key command **ALT S**) and then **Hide Others**. Navigate between students by clicking **Next** or **Previous**, or return to the full class view by clicking **Show All**.
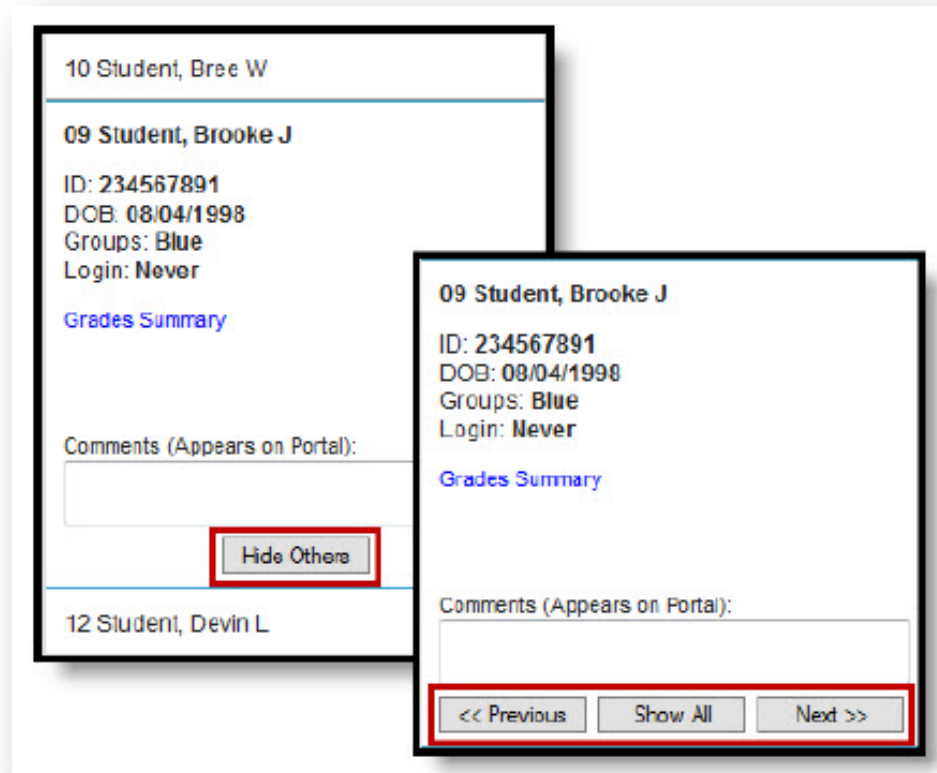
Figure 39 - Navigating between Individual Students

Filtering and Sorting in Grade Book, Continued

Filtering By Assignments

The **Assignment Filters** are used to limit which assignments display in the Grade Book.
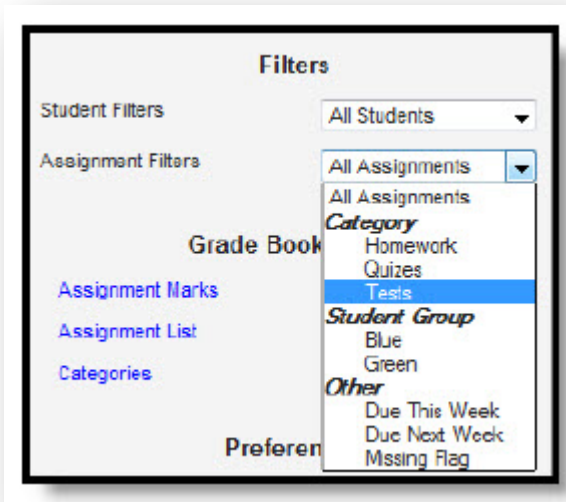
Figure 40 - Assignment Filter Drop-Down menu

Select a **Category** to view only assignments in that category, or a **Student Group** to view only assignments assigned to that group.

The **Other** section includes options with the following logic:

• Choose *Due This Week* to view assignments with Due Dates in the current calendar week.
• Choose *Due Next Week* to view assignments with Due Dates in the next calendar week.
• Choose *Missing Flag* to view assignments that have at least one score flagged as Missing.

Continued on next page

Filtering and Sorting in Grade Book, Continued

Sorting Assignments

Use the sorting options in the Settings menu to change the order of assignments in the Grade Book. Use the pair of arrows in each column header to sort students by scores.

The **Sort By** option determines how assignments are *grouped* in the Grade Book, by Category, Sequence, or Due Date.
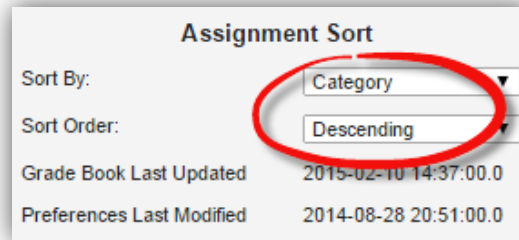
Figure 41 - Assignment Sorting options

The **Sort Order** option determines the order of assignments, Ascending, earliest due date to latest, or Descending, latest due date to earliest. Past the midway point of the term, it may be useful to reverse the order in which assignments appear.

Sorting Students

Click the pair of arrows that appear in many column headers in the Grade Book to sort students by the values in that column.

Step	Action
1	Click once to sort students ascending by column value with the highest value at the top.
2	Click twice to sort students descending by column value with the lowest value at the top.
3	Click three times to return to sort alphabetically by student name.

NOTE: You can also sort students alphabetically using the arrows at the top of the Students column.

Figure 42 - Sorting Students by Score, Grade, or Proficiency Estimate

Viewing Messages
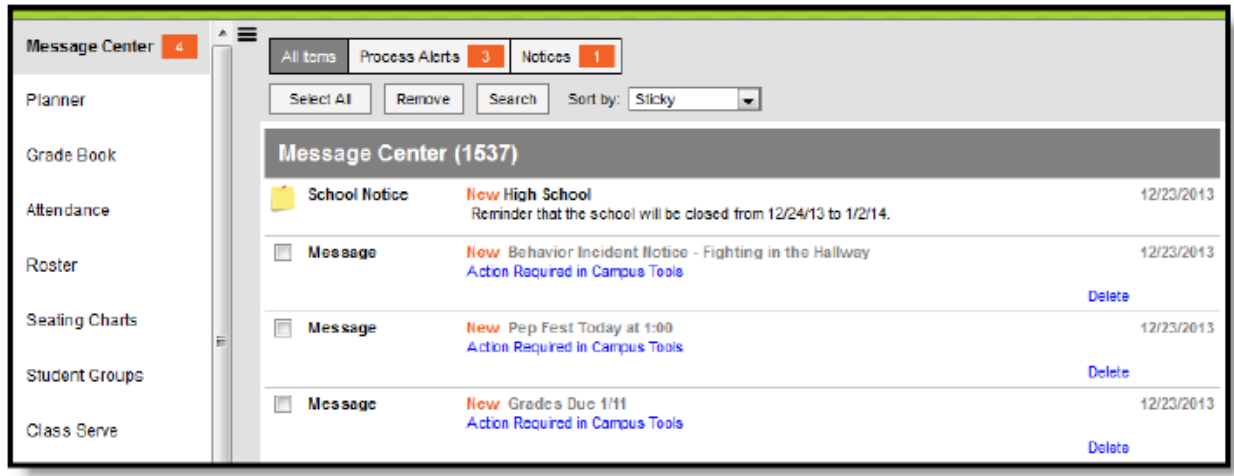
Figure 43 - The Message Center screen

The Message Center

The Message Center collects all your messages, including process alerts and notices in addition to the following:

- Process Alerts are sent automatically based on processes in Campus, such as records transfer or responses to behavior referrals.
- State, District and School notices are messages sent to all users through User Communication.
- Messages are sent to specific users, such as reminders and updates, through Messenger.

In addition, the Message Center allows you to sort messages by offering the following options on the drop-down list:

- Sticky - sticky messages are at the top, followed by other messages sorted by date.
- Date (newest) - messages sorted with most recent at the top.
- Date (oldest) - messages sorted with earliest at the top.

Filter the messages in your inbox by clicking the All Items, Process Alerts or Notices buttons at the top.

New Messages

New messages have an orange **New** indicator that disappears after you read the message.

Continued on next page
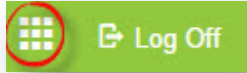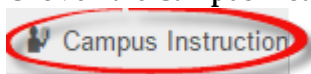
Viewing Messages, Continued

New Messages, continued

The orange number icon indicates how many messages you have. In the example above, the teacher has **4** new messages, including **3** process alerts and **1** notice.

> **NOTE: Messages with the yellow post-it icon are designated as "sticky," which means they appear at the top of your inbox and you can't delete them. These messages are given an end date when they're created, at which point they disappear from your inbox.**

Step	Action
1	Sign into Infinite Campus.
2	The Message Center appears.
3	Scroll down and click on the blue link of the message to review it. (The message opens in the Campus Tools.)
4	After reading messages, using the app switcher.
5	Click on the **Campus Instruction** button.
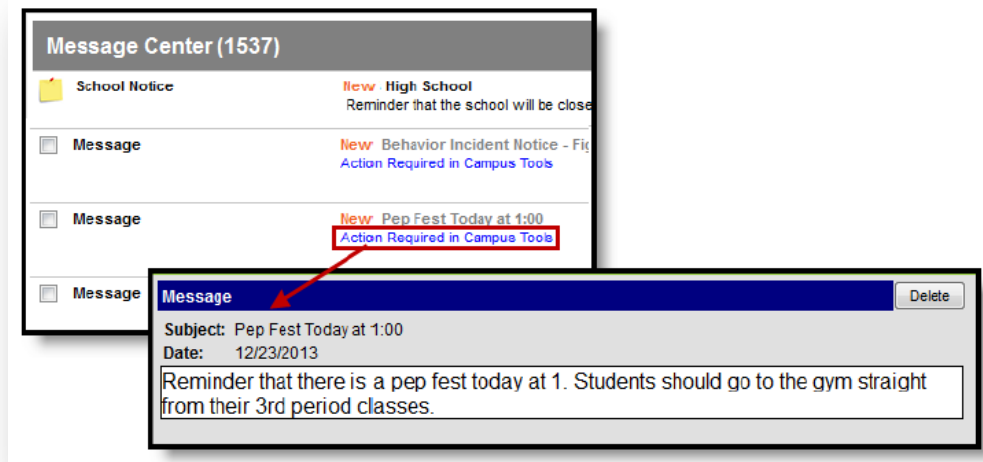
Figure 44 - Open New Message

Continued on next page

Searching for Messages

Searching by Date Range

Follow the steps below to search for a message within a specific date range.

Step	Action
1	Click the **Search** button at the top of the homepage. (The Search box opens.)
2	Enter a **Date Range** to view messages sent to you within those dates.
3	Click the **arrow** on the Display drop-down menu to view the types of messages to display.
4	Select from the following display options: • All Items • Notices • District Notices • School Notices • All Archived Items
5	Mark the checkbox to **Include archived items** in the search.
6	Click the **Search** button. (Messages meeting the criteria appear.)

Figure 45 - Search Message box

Viewing and Managing Your Schedule

Setting Up the Planner

This section contains information about following options:

- Settings that control the appearance of the Planner and the To Do List
- Schedule View
- Curriculum View

The School Calendar or the To Do List or both can be minimized to increase the space of the schedule.
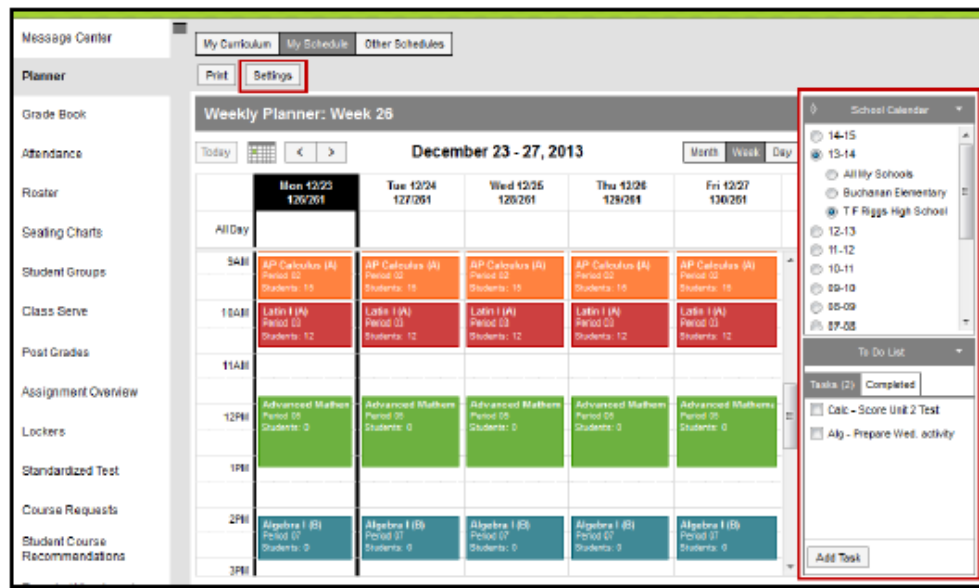
Figure 46 - The Planner Viewing Options

Events such as holidays, will automatically appear on your calendar.
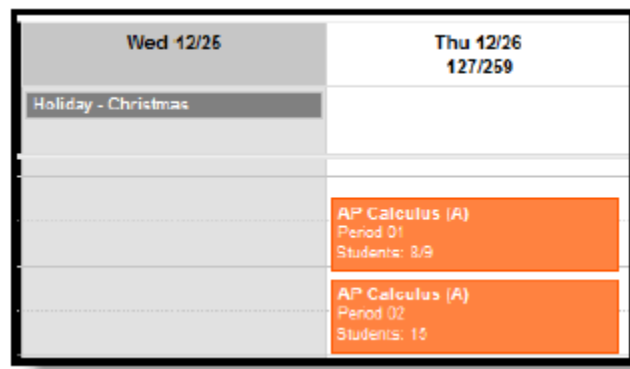
Figure 47 - Calendar View Holiday display

Viewing and Managing Your Schedule, Continued

Calendar Options

The calendar options in the header appear above both views of the planner.
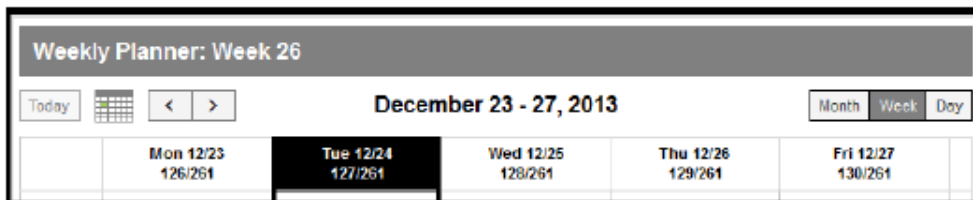
Figure 48 - Calendar Header in the Planner

When in **week view**, the week of the school year displays at the top of the calendar. The day of the school year also displays for each day.
In the top right of the calendar, you can change the view to **Month**, **Week**, or a single **Day**.

Use the arrows at the left to advance or go back from your current view.

Click the calendar icon to select a specific day to view. Click **Today** to return to the current day from wherever you are.

Planner Settings

The planner **Settings** allow you to choose:

• the color of each course in your schedule
• the display preferences for how the schedule appears
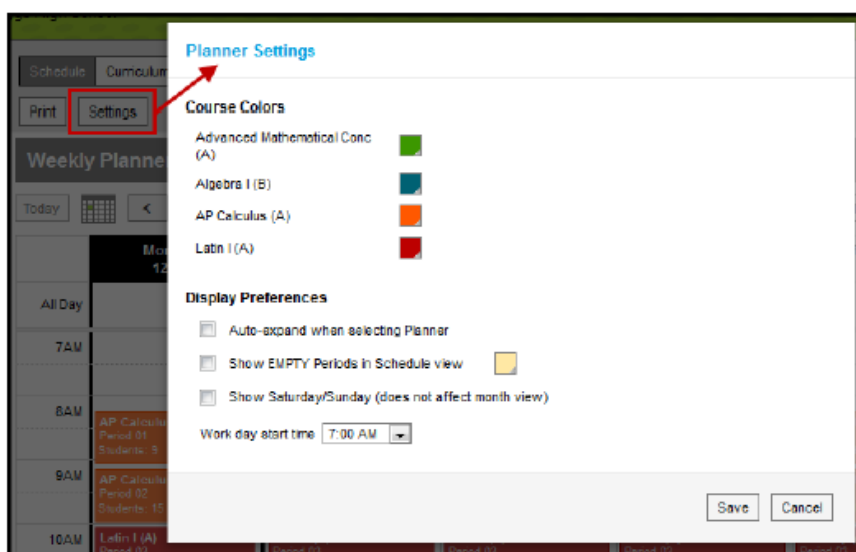
Figure 49 - Planner Settings

Viewing and Managing Your Schedule, Continued

Display Preferences

Color choices apply to each course, so multiple sections of the same course are the same color.

The **Display Preference** logic is as follows:

Option	Logic
Auto-expand when selecting Planner	Marking this preference causes the planner to auto-expand when you open it to fully utilize screen space.
Show EMPTY periods in schedule view	Marking this preferences displays all periods you don't have a section to the default color. Change color as desired.
Show Saturday/Sunday	Marking this preference adds Saturday and Sunday to the week view.
Work day start time	Select the default earliest time that should appear in the schedule.

School Calendar Selection

Each year and calendar that you have rights to display in the School Calendar list.

Select which schedule you'd like to view. Select **All My Schools** to view all of your sections across schools. If you have sections in multiple schools, you may want to choose a different color scheme in Settings for each school (such as light and dark, warm and cold, etc.)
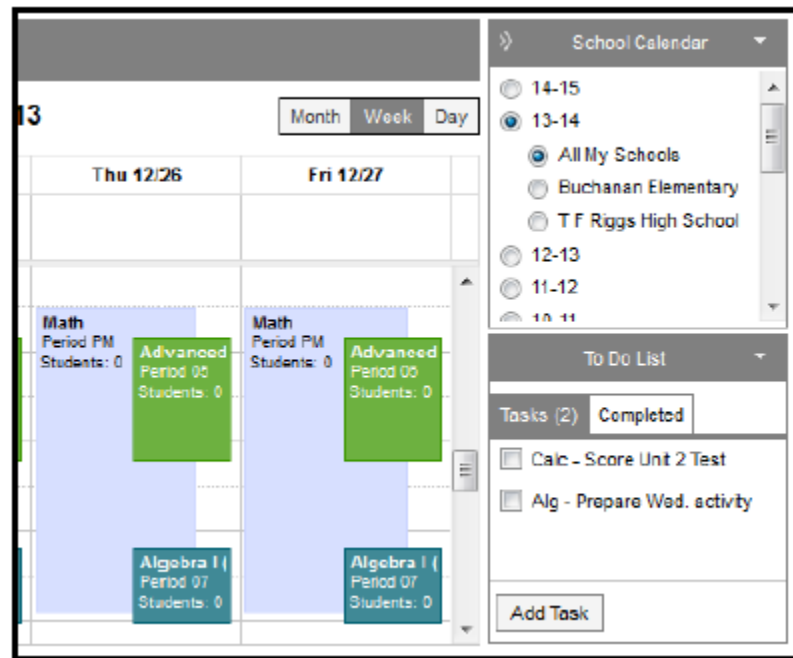
Figure 50 - Multiple Schools in the Schedule

Viewing and Managing Your Schedule, Continued

To Do List

The To Do List allows you to list tasks you'd like to remember and mark them off as you complete them.
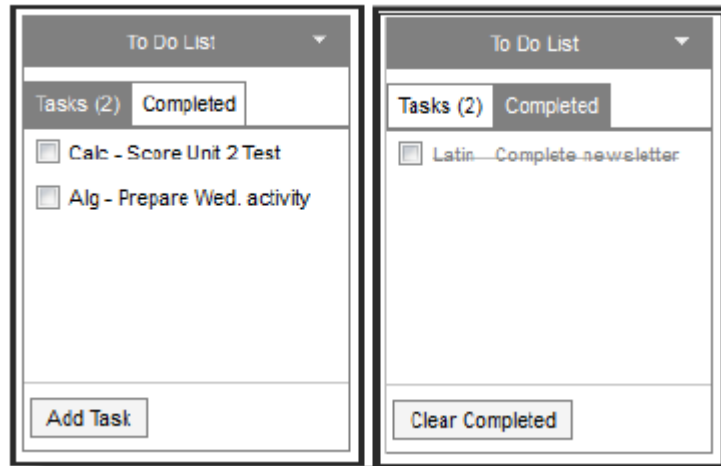
Figure 51 – To Do List. Current and Completed

Follow the steps below to add items to the To Do List.

Step	Action
1	Click on **Planner.**
2	Scroll down on the right side panel to view the **To Do List** section.
3	Click **Add Task** if you want to add new tasks to the list.
4	Type in the **task**.
5	Press the **Enter** key. (Tasks appear on the Tasks tab.)
6	Mark the **checkbox** to move a task to the **Completed** tab.
7	To move a task back to the active Task list, mark the **checkbox** for the task in the **Completed** tab.
8	Click the **Clear Completed** button to delete the task.

Schedule View

Display Preferences

The Schedule view of the Planner shows all of your sections, based on the school and calendar options you've selected.
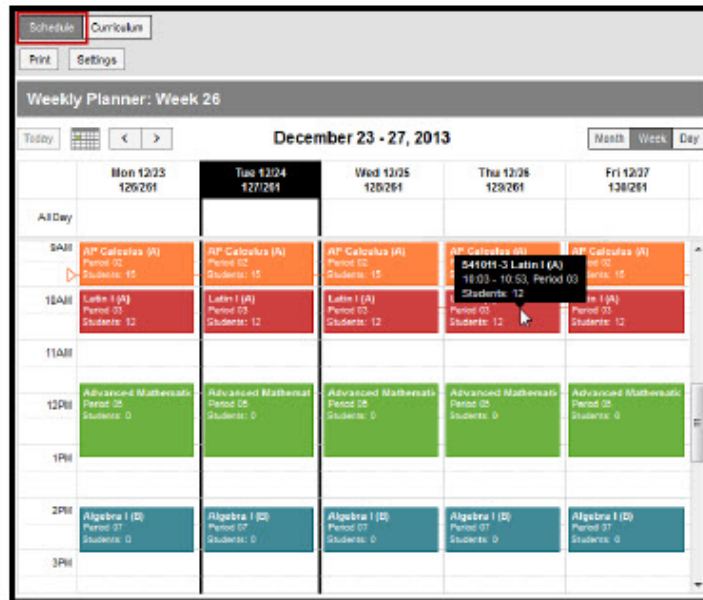
Figure 52 - Schedule View screen
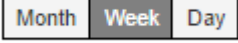
NOTE: Hover over a section to see additional information.

Continued on next page

Schedule View, Continued

Display Preferences, continued

Follow the steps to view the student attendance for specified period.

Step	Action
1	Click on **Planner.**
2	Change the view to select the **Week** view. Month Week Day
3	Locate the Period and Student count, click on **Period, Student** link to open the Class Roster.
4	Note the attendance for the period for the particular day for the class.

Meetings scheduled by counselors that you are invited to also display in your schedule.

Click the title of the meeting to view a printable version of the meeting basics, including:

• Location
• Date and Time
• Agenda
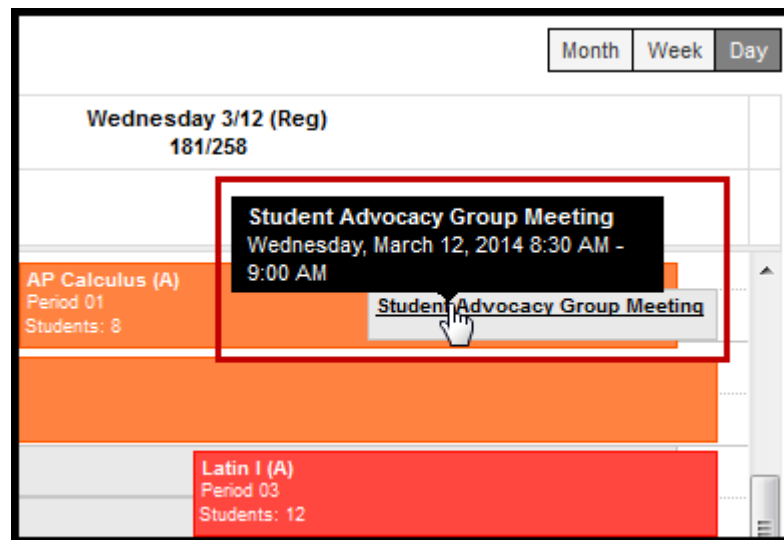
Figure 53 - Scheduled Meeting

Curriculum View

Display Preferences

The Curriculum view of the Planner shows assignments in each of your sections, based on the school and calendar options you've selected. This view gives you the opportunity to view all assignments for a given week or day and modify them as needed.

An additional option displays on the right where you can select or specify which sections display.
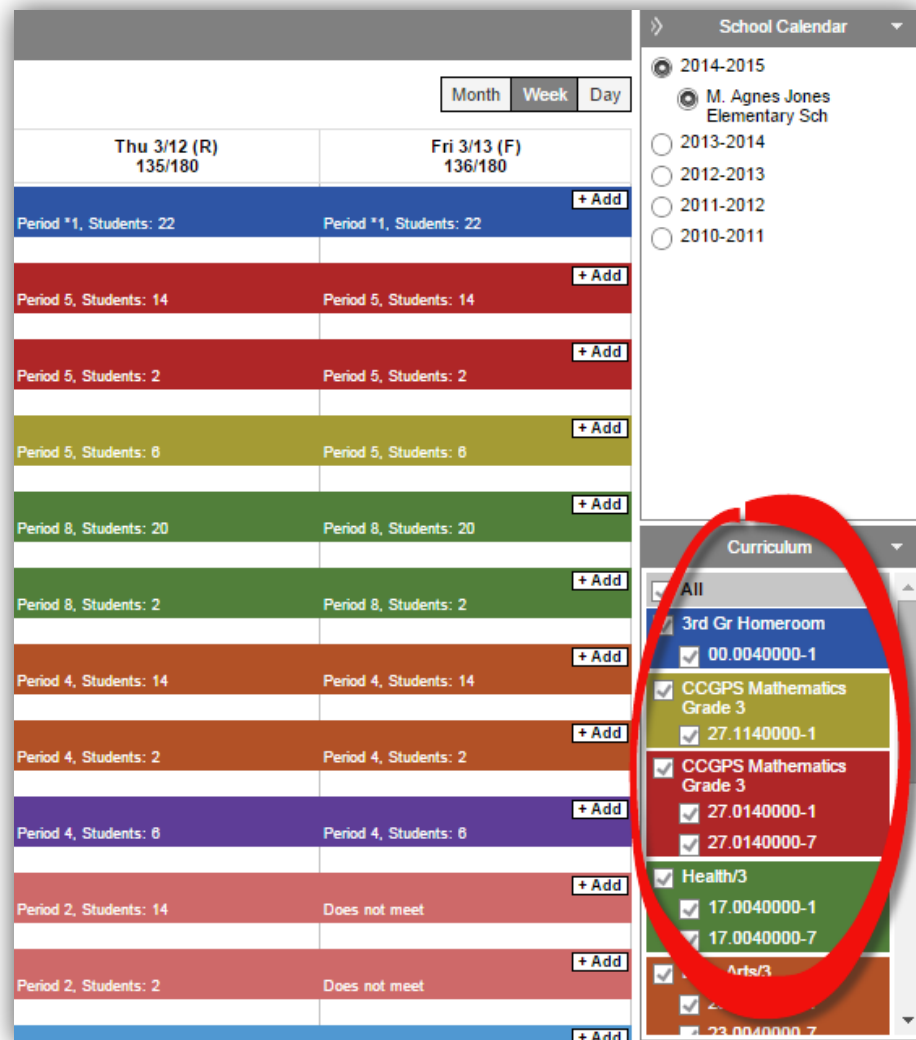
Figure 54 - Curriculum View

The bar for each assignment runs from the Assigned Date to the Due Date. Click on the assignment name to view and modify the assignment, or click the Add button to create an assignment

Continued on next page

Curriculum View, Continued

Display Preferences, continued	You can also modify an assignment by clicking on it and dragging it to a new day within the same section. (Dates automatically update based on your placement.)

Click on the Period #, Students: # line on a day to view a student list, which includes any scheduled absences. Print this list, if desired.
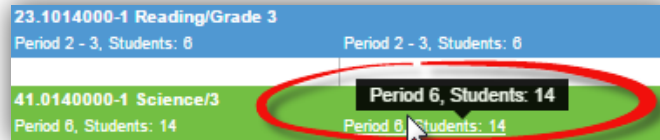
Figure 55 - Curriculum View Period Selection

Follow the steps below to display additional Section options.

Step	Action
1	Select the **Planner** tab on the left panel.
2	Click **My Curriculum.**
3	Choose the **Section** title**.**
5	Click **View Assignment List.**
6	Click the blue **Score** hyperlink.
7	Type in the **score**.
8	Click the **Save** button.
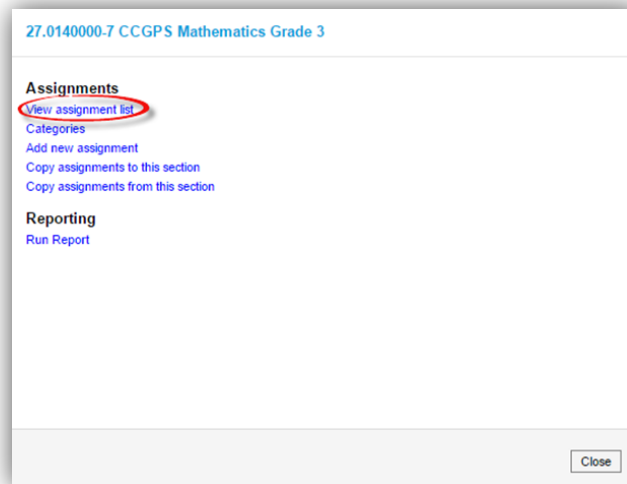
Figure 57 – Assignment Section Options
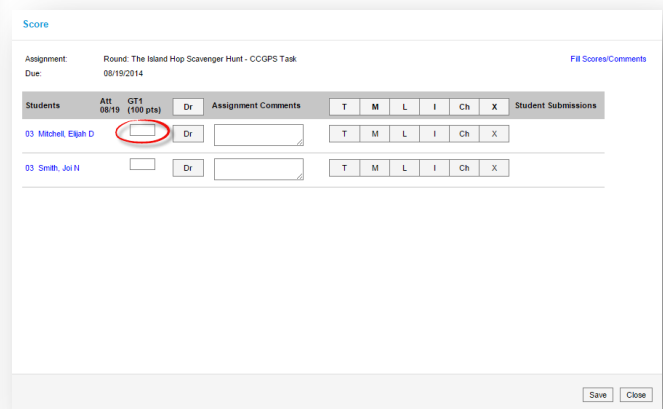
Figure 56 - Curriculum View Score Assignment Details screen

Grade Book Support

Consulting with Student Information Coordinators (SIC)

Atlanta Public Schools has created the role of a Student Information Coordinator (SIC), which is assigned to an Assistant Principal in the building. SICs are responsible for training and managing grade book setup for all teachers delivering instruction in their school buildings. Teachers should consult with the SIC in the school when concerns occur with the grade book.

The Student Information department maintains online resources for teachers on the IT Knowledgebase share point site.

https://my.apsk12.org/technology/sites/KBWiki/Pages/Infinite%20Campus%20Grading%20Gradebook%20Training.aspx

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Traditional Grading

Sparkline Graphs

Grades are calculated based on the points or percentage earned by the student on each assignment and the subsequent weight of assignments and categories. Standards can be scored using Points or Marks as well.
All of the options in this section are dependent on establishing Grade Calculation Options to calculate In Progress Grades.

- **Sparkline Graphs** summarize individual student performance.
- **Box and Whisker Diagrams** display student performance in relation to other students in the section.
- The **Calculation Summary** displays for an assignment or category.
- The **Grade Totals** section includes In Progress calculations and posted grades.

If you set the Sparkline Graph preference, a blue spark line graph displays next to the student's name. This graph condenses all scores into a compact graph that shows the patterns in the student's overall performance over time. This graph is always displayed chronologically, regardless of assignment sort options.

Sparkline graphs calculate based on the percentage of a score, rather than by the numeric score value; therefore, a 6 out of 10 and a 60 out of 100 will both calculate as 60%. Hover over the spark line graph to view a tool tip indicating the number of scores represented in the graph.
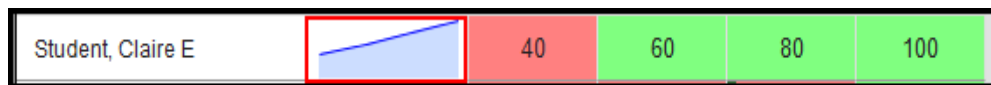
Figure 58 - Sparkline Graph Example

In the figure above, Claire's performance steadily improves over four assignments. The line is created by connecting scores, showing progress over time.

Continued on next page

Traditional Grading, Continued

Box and Whisker Diagrams

Click on a student's name to expand the student section and view the box and whisker diagram for each assignment. Box & Whisker diagrams allow you to easily visualize a student's performance in relation to the rest of the section. The center black line of the box is the median score. 50% of the students did equal to or better than this score and 50% did worse.
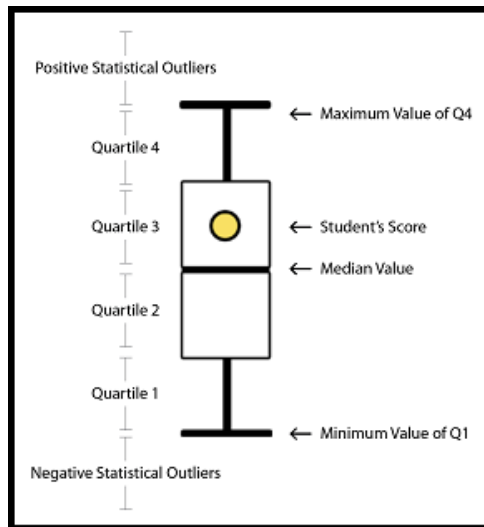
Figure 59 - Quartile Values

The top of the box Q3 represents the top score of Quartile 3 or the 75th percentile. The bottom of the box Q1 represents the top score of Quartile 1 or the 25th percentile. The top and bottom whisker are drawn at the minimum and maximum scores or 1.5 times the distance between Q1 and Q3 which is also known as the Inter-Quartile range (IQR). A score placed in the whiskers show either the upper 25% of the class or the bottom 25% of the class. This lets statistical outliers fall outside the whiskers to show exceptionally good and exceptionally bad scores.

See below for more details on Quartile values.

The following examples explain two specific Box and Whisker plots. In these examples, there are 12 students in the class, which is three students per quartile. All assignments are out of 100 points.

Traditional Grading, Continued

Box and Whisker Diagrams, continued

Student is in the Fourth Quartile

In this example, the student is within the top quarter of the class.

The student scores used to produce this diagram are as follows (example student score in bold):
Fourth Quartile (top quarter, upper whisker) - 100, 95, **90** (average: 95)
Third Quartile (lower-top quarter, top half of box) - 80, 75, 70 (average: 75)
Second Quartile (upper-bottom quarter, lower half of box) - 60, 55, 50 (average: 55)
First Quartile (bottom quarter, lower whisker) - 40, 35, 30 (average: 45)

Student is a Low Outlier
In this example, the student received a score that is significantly lower than the rest of the class, called an outlier.
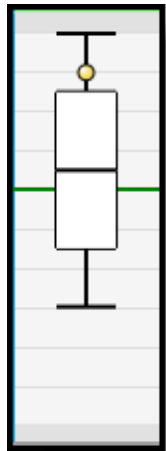
The student scores used to produce this diagram are as follows (example student's score in bold):

Fourth Quartile (top quarter, upper whisker) - 100, 100, 100 (average: 100)

Third Quartile (lower-top quarter, top half of box) - 100, 100, 100 (average: 100) Note: Identical
first and second quartiles explain the non-existent top half of the diagram.

Second Quartile (upper-bottom quarter, lower half of box) - 100, 98, 88 (average: 95.3)

First Quartile (bottom quarter, lower whisker) - 88, 80, **10** (average: 59.3)

Continued on next page

Traditional Grading, Continued

Box and Whisker Diagrams, continued

Calculation Summary

Hover over an assignment header to view the calculation summary tool tip, which provides basic calculations describing student performance across the assignment. These calculations include all students, regardless of any filters selected.
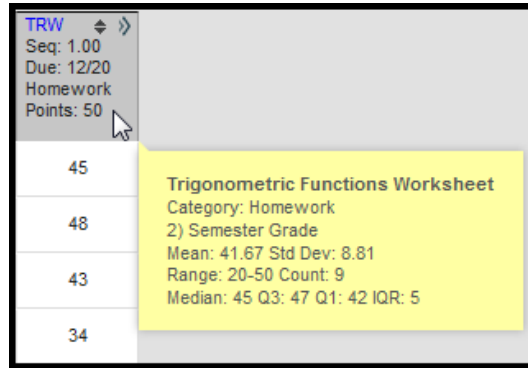
Figure 60 - Assignment Headers

The calculations for an assignment scored with Assignment Marks or Points are determined as shown in the following table. Assignments that are not scored are not included in calculations.

Field	Description
Mean	The average score. Calculated by adding all student scores together and dividing by the number of scores.
Std Dev	Standard Deviation - the variation in scores based on the mean. A low standard deviation indicates that scores are grouped fairly close together, that students scored similarly on the assignment. A high standard deviation indicates that scores vary more greatly, that students did not score similarly on the assignment.
Range	The range of the lowest score to the highest score. Displays as the **lowest score - highest score (total scores)**.
Count	The total number of scores entered for the assignment.
Median	The middle score, half way between the highest and lowest scores.
Q3	The top score of Quartile 3, the 75th percentile. Halfway between the highest score and the median.
Q1	The top score of Quartile 1, the 25th percentile. Halfway between the lowest score and the median.
IQR	Interquartile Range - the difference between Q1 and Q3. Like standard deviation, this value indicates the degree of variance across student scores.

Figure 61 - Description table

Traditional Grading, Continued

Points and Marks-Based Grade Totals

The Grade Totals include three sections, Posted Grades, In Progress Grades, and Categories. In Progress values calculate automatically based on scores entered and cannot be directly modified. Posted grades appear on the student's Grades tab. Grades in the Posted column can be modified as desired by the teacher when the grading window is open. In Progress grades are only available if the Grade Calculation Options are established. In the Grade Calculation Options, you have the option of indicating if the entered Weight for Categories should be honored and the In Progress grade should calculate based on the raw score entered or the percent earned. Grades can only be posted if the grading window is open for the Grading Task.

Figure 62 - Grade tabs

Categories

A column displays for each Category in the Term and Task selected. A percentage calculates for each student based on assignments aligned to each category.

Categories marked as **Exclude** still have a percentage calculated but are not included in the In Progress calculations. Excluded categories appear with an asterisk.

The percentage calculated for each Category is affected by the following settings:
- When a **Multiplier** is entered for a Scoring Alignment. This value will only affect the Category percentage if the **Grade Calculation Option** to **Use score's % value** is *not* **set**.
- When the **Grade Calculation Option** to **Use score's % value is set**. For example, two assignments are scored as 8/10 and 100/100. The point value calculated for these two assignments would be 108/110, or 98%. The percent value calculated would be 80% and 100%, or 90% for the Category.

Continued on next page

Traditional Grading, Continued

In Progress Grades	The In Progress grade also calculates from student scores, based on the grading scale selected in the **Grade Calculation Options**.

The **Grade Calculation Option** to **Calculate In Progress Grade** must be selected for these columns to appear. This section also includes the aggregate points earned by the student and the total points possible across assignments.

The **In Progress** Percent calculated will be affected by the following settings:

- When a **Multiplier** is entered for a Scoring Alignment. This value will only affect the percentage if the Grade Calculation Option to **Use score's % value** is *not* set.
- When the **Grade Calculation Option** to **Use score's % value** is set. For example, two assignments are scored as 8/10 and 100/100. The point value calculated for these two assignments would be 108/110, or 98%. The percent value calculated would be 80% and 100%, or 90% for the two.
- When a **Weight** is entered for a Category AND whether the Category is marked to be **Excluded** from calculation.

Continued on the next page

Reports and Campus Instruction

Reports
There are reports available in many of the tools in Campus Instruction.
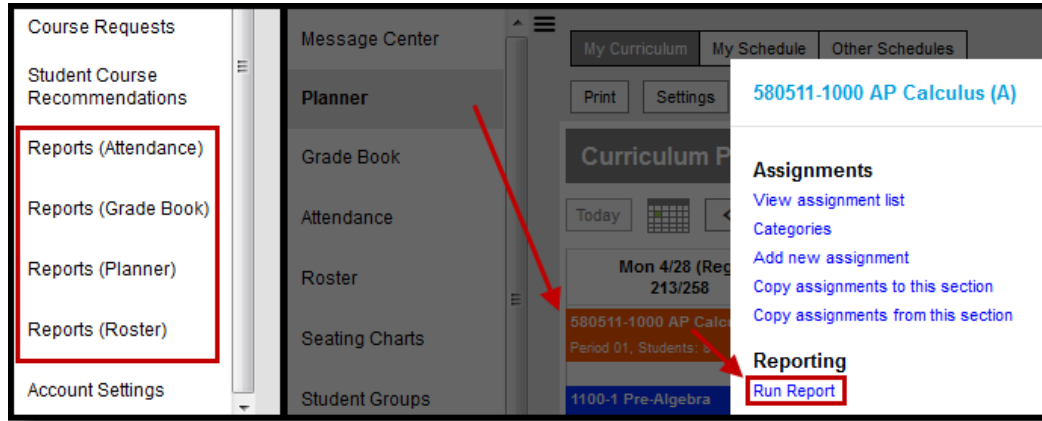
Figure 63 - Report Options

Use reports to view the following data about your sections:

- Print forms for future use, including blank spreadsheets, and roster labels.
- Generate lists of standards linked to assignments and standards aligned to sections.
- View Portal Use by Students and Parents
- View attendance events for a specific date range, for an entire term, or as term totals for a calendar. If recording attendance using Positive Attendance, view student hour totals by term.
- List missing assignments in a format suitable for sending home with students.
- List flagged assignments for students across sections.
- Export your Grade Book for use in another program.
- View score summaries for the section or individual students.
- Analyze Online Assessment performance by item or by student.

Continued on next page

Reports and Campus Instruction, Continued

Report Name	Use to report
Attendance Change Tracking	Attendance events that have been added and changed for a date range.
Attendance Register	Attendance for a term in a student-by-day grid
Attendance Summary	Attendance totals for a term by event type (excused, tardy, etc)
Positive Attendance Section Summary	Total time spent in class for each student in a term (positive attendance)
Reports (Grade Book)	
Flagged Assignments	Assignments flagged as missing, exempt, late, or incomplete for students
Grade Book Export	An export of your Grade Book in another format
Missing Assignments	Assignments flagged as missing per student
Section Summary	Scores for assignments and grades for tasks and standards
Student Summary	Assignment scores by student
Online Assessment Item Analysis	Student performance on specific items across an assessment
Online Assessment Student Response	Responses to items, by student
Reports (Planner)	
Assignment Standards	Standards associated with assignments for a section
Blank Spreadsheet	A blank spreadsheet of selected students
Section Standards	A list of standards aligned to the section's course
Reports (Roster)	
Blank Spreadsheet	A blank spreadsheet of selected students
Portal Usage	Students and parents with Portal accounts and login activity
Roster Labels	Roster labels for mailing or classroom use

Creating and Using Student Groups

Creating Student Groups

Student Groups can be used to sort students into smaller learning groups within a section. You can then assign assignments to only the students in a specific group.

Follow the steps below to create a Student Group.

Step	Action
1	From the **Student Groups** tool, select the **Section** you want to create a group for in the Section drop-down list.
2	Click **New** to open a new group.
3	Enter a **Name** for the group, which appears in assignments and the Grade Book. Groups are marked as **Active** by default. Unmark this checkbox to exclude the group from appearing in assignments and the Grade Book. Inactive groups display in red text in the groups list.
4	From the Student Roster list, click **Add** next to any student name who should be in the group. **NOTE: Those names will move to the Student Group Members list at the right. Other groups each student is assigned to are listed below the student's name. Click the student's name to view basic demographic data and contact information for the student.**
5	To move students out of the **Student Group Members** list, click **Remove** next to the name.
6	Click **Save** to create the group.

Figure 64 - Student Groups screen

Creating and Using Student Groups, Continued

Using Student Groups	Use groups to control which students have which assignments, or simply as a record to refer to for classroom activities.

For example, a teacher could create an accelerated group for students who need additional or more difficult assignments. You can use student groups to give assignments to only a subset of students in a section.

Step	Action
1	Click **Grade Book** on the left panel**.**
2	Click the **Add** button to add an assignment.
3	Once a group is created, you can select it in the **Section Placement** area of an assignment. (See window below) *Figure 65 - Student Groups in the Assignment Editor* The assignment only appears for the students in the selected group; all other students are automatically marked as exempt in the Grade Book.

Continued on next page

Creating and Using Student Groups, Continued

Filtering Grade Book by Student Group

You can also filter the Grade Book to only show students in a specific group. Only groups that have assignments appear in the filter dropdown list.

Step	Action
1	Click **Grade Book.**
2	Click on **Settings.**
3	Under the **Filter** area, choose the **Student Group**.
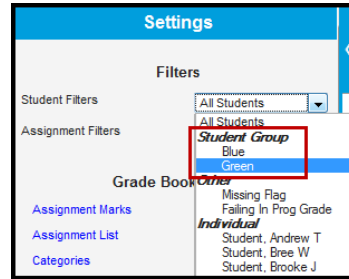
Figure 66 - Filtering by Student Group in the Grade Book

Reviewing and Modifying Groups

Follow the steps below to review or modify a student group.

Step	Action
1	Click on **Student Groups.**
2	Select the name of the **Student Group** in the drop down at the top of the screen.
3	Click **Remove** beside the student's name to take them off the list.
4	You can click **Delete** to remove the group or **Back** to return to the student list.
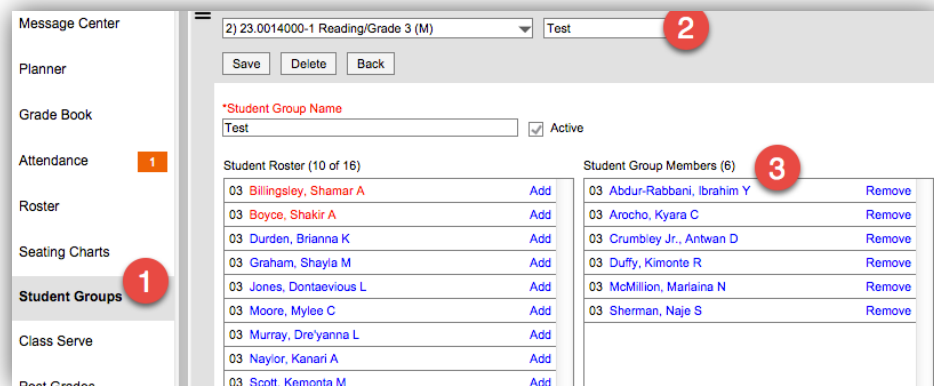
Figure 67 - Student Groups List

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Creating Seating Charts

Using Seating Charts

Seating charts provide a visual representation of where students sit in a classroom. Each section can have multiple seating charts if desired.
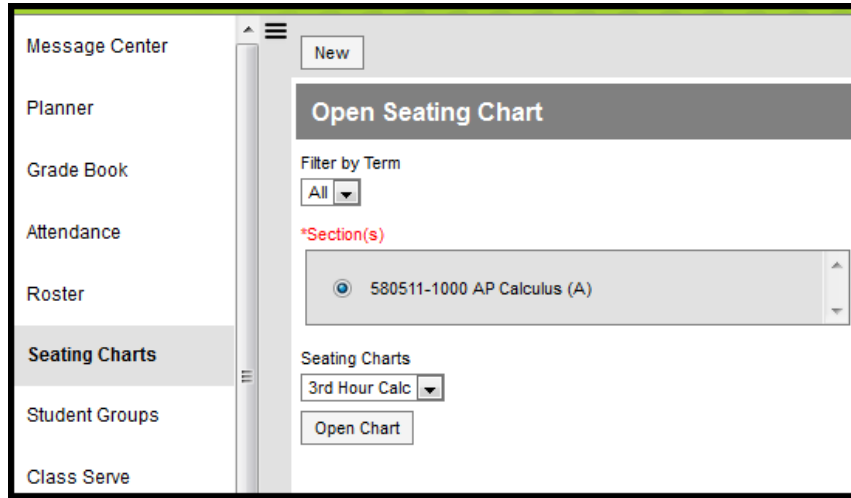
Figure 68 - Seating Charts

In addition to being a record of where students sit, use seating charts to take attendance.
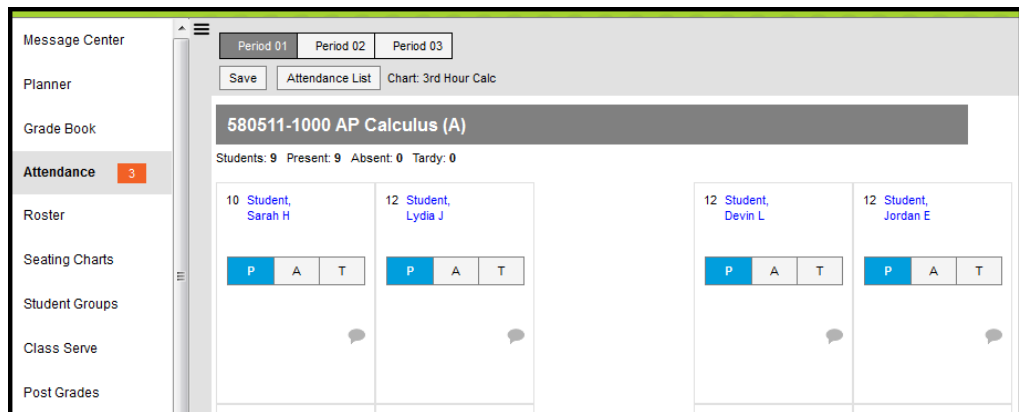
Figure 69 - Seating Charts Attendance Display Option

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Creating Seating Charts, Continued

Using Seating Charts

Follow the steps below to create a seating chart.

Step	Action
1	Click **Seating Charts** from the left panel of the screen.
2	Click **New** in the top corner of the seating chart list.
3	Select the **Section** you're creating a chart for.
4	Enter a **Name** for the chart.
5	Select the number of **Columns** and **Rows** to indicate how many desks to include in the chart. **NOTE: The number of students in the section appears below the Name.**
6	Indicate the default **Space Between Desks.**
7	If you want to automatically fill the chart with students, select the **Place** option you'd like to use, *Alphabetically A to Z, Alphabetically Z to A,* or *Random*.
8	If you would rather fill desks manually, select **Do Not Place**. Student's names will display in a list from which you can place them in desks.
9	Click **Create Chart** to create a chart based on the parameters you selected and view the chart. The seating chart fills based on the parameters you selected, but you can click and drag desks into any configuration you'd like.

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Creating Seating Charts, Continued

Using Seating Charts, continued

Step	Action
10	Click **Save** once you've finished the chart to add it to your chart list.

Figure 70 - Seating Chart Details

Creating Seating Charts, Continued

Arranging and Configuring Seating

Follow the logic below to manually place students in the chart.

- Desks can be arranged in any configuration but cannot overlap.
- Click and drag the **New Desk** icon to add an empty desk to the chart.
- Click and drag unseated students from the list at the top into empty spaces.
- Click the X on a student to move them to the unseated list. Click the X on a desk to remove that desk from the chart.
- Moving a student to a space without a desk also moves the student's desk.
- Moving a student to another desk leaves an empty desk behind.
- Moving a student to a space where there isn't a desk adds another desk to the chart.
- Moving an unseated student (A) to a desk that already has another student (B) moves student B to the unseated list. If students A and B are both seated, they'll trade desks.
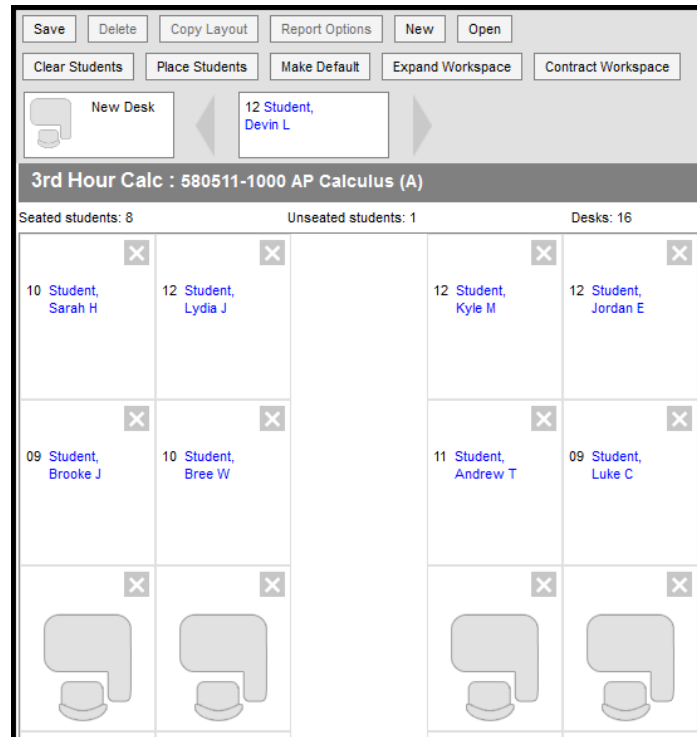
Figure 71 – Manual Seating Chart

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Creating Seating Charts, Continued

Additional Options

The following table describes the additional options at the top of the seating chart.

Option	Action
Copy Layout	Copies this desk layout to a new chart.
Report Options	Opens the printing options for the chart.
Clear Students	Moves all students to the unseated student list.
Place Students	Places all unseated students into empty desks based on the option selected, *Alphabetically A to Z, Alphabetically Z to A,* or *Random*.
Make Default	Makes this desk layout the default organization. You could use this option if you teach in the same room for multiple sections and want to reuse the physical layout of the room.
Expand Workspace	Expands the scrollable area of the chart, useful for larger classrooms.
Contract Workspace	Contracts the scrollable area of the chart.

Figure 72 - Additional Seating options

Where Do I...

Old Version (Campus Tools) vs. the new Campus Instruction

The table below compares tasks completed in the old Instruction module (Campus Tools) versus the new Campus Instruction.

NOTE: This table doesn't include all tools available in Campus Instruction, it includes tools that may be in a different location from the original Instruction module.

I want to...	Instruction Module	Campus Instruction
Setup		
Set **teacher preferences** such as show/hide dropped students or show student pictures	Instruction > Assignments > Edit Teacher Preferences	[Account Settings]
Establish settings for **In Progress Grades** and **Proficiency Estimates**	Instruction > Assignments > Edit Grade Calc Options	Grade Book > Settings > Grade Calculation Options
Use **Canned Comments**	Instruction > Assignments > Edit Teacher Preferences	Grade Book > Settings > Use Canned Comments
Assignments		
Create Categories	Instruction > Assignments > Edit Categories	Grade Book > Settings > Categories
Copy Categories	Instruction > Assignments > Edit Categories > Copy Categories	Grade Book > Settings > Copy Categories
Create Assignments	Instruction > Assignments > Create Assignment	Grade Book > +Add or ALT N Grade Book > Settings > Assignment List >Add Assignment Planner > Curriculum > +Add Planner > Curriculum > Section Name > Add New Assignment
Copy Assignments	Instruction > Assignments > Copy Assignments	Multiple Assignments: Planner > Curriculum > Section Name > Copy assignments to this section *or* Copy assignments from this section Individual Assignments: Any Assignment > Copy
View a list of assignments	Instruction > Assignments	Assignment Overview Grade Book > Settings > Assignment List Planner > Curriculum > Section Name > View assignment list
View assignment **submissions** or online assessment **responses**	Instruction > Assignments > Assignment > Save and Score	Grade Book > Assignments > Student Submission Assignment or Assignment List > Score > Student Submission (Assignments or Assessments)

Where Do I..., Continued

I want to…	Instruction Module	Campus Instruction
Attendance/Daily		
Record **attendance** by Present/Absent	Instruction > Attendance	Attendance (Roster or Seating Chart)
View my **schedule**	Instruction > Daily Planner	Planner
Record **attendance** by Present Minutes	Instruction > Positive Attendance	Positive Attendance
Posting Grades		
Posting grades **by grading task or standard**	Grading By Task	Post Grades
Posting grades **by student**	Grading By Student	Post Grades

Where Do I Find Reports?

Reports are divided into four report folders, as displayed below.

Report Name	Use to report
Reports (Attendance)	
Attendance Change Tracking	Attendance events that have been added and changed for a date range
Attendance Register	Attendance for a term in a student-by-day grid
Attendance Summary	Attendance totals for a term by event type (excused, tardy, etc)
Positive Attendance Section Summary	Total time spent in class for each student in a term (positive attendance)
Reports (Grade Book)	
Flagged Assignments	Assignments flagged as missing, exempt, late, or incomplete for students
Grade Book Export	An export of your Grade Book to another format
Missing Assignments	Assignments flagged as missing per student
Reports (Planner)	
Assignment Standards	Standards associated with assignments for a section
Blank Spreadsheet	A blank spreadsheet of selected students
Section Standards	A list of standards aligned to the section's course
Report (Roster)	
Blank Spreadsheet	A blank spreadsheet of selected students
Portal Usage	Students and parents with Portal accounts and login activity
Roster Labels	Roster labels for mailing or classroom use